

Sr. System Integrator–Clarity Administrator [> Click Here for Further Information <](#)
Job #2014-010-I3



Where is AOC Located?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

JOB NUMBER: 2014-010-I3

POSITION: Senior System Integrator – Clarity Administrator

SALARY: \$66,420 TO \$87,096 per year DOQ

LOCATION: Olympia, Washington

OPENS: March 12, 2014

CLOSES: April 7, 2014

Senior System Integrator Job Overview

Acts as the senior technical consultant/advisor for maintaining, enhancing and updating the Administrative Office of the Courts (AOC) portfolio and project management (PPM) system. Responsible for managing the evolution, development, organization and operation of the AOC PPM system and interfaces. Performs implementation of integrated systems and associated workflow processes for the AOC Judicial Information Systems.

Reports to an Associate Director of Information Systems, and is responsible for integration of applications into the Judicial Information System (JIS) systems and back-office support systems. Work at the senior level is performed independently with decision making responsibility commensurate with the technical expertise required of the position. Work products are expected to be of the highest quality and utilized to review and evaluate the technical work products of lower level system integrators.

Key Responsibilities

Application Administration

- Lead the effort to provide a consistent platform for managing project and portfolio information. This will include managing site design, site structure, usability, navigation, taxonomy, and metadata.
- Define use policies regarding access privileges such as permissions management and delegation. Use policies will also extend to the sensitive information and appropriate security management.
- Establish education methodologies and coordinate training in order to properly empower project managers and end users.

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AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees’ Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

Key Responsibilities (con’t)

- Provide guidance to individuals and teams within the organization on the effective use of AOC’s portfolio and project management tool as a productivity resource.
- Consults on and develops project and portfolio portlets.
- Implements work flow integration.

Technical Administration

- Configure and manage the PPM software and system.
- Provide 2nd level support regarding requests and trouble tickets.
- Monitor the environment for issues and problem alerts.
- Coordinate with the infrastructure team on server level support.
- Monitors non-standard application product integration.
- Proactively identifies and implements data quality assurance procedures and techniques.
- Integrate with other web environments, systems, and data sources.
- Plans and directs user interface configurations.
- Uses internal work and project tracking tools and procedures.
- Works with end-users to develop problem determination and resolution techniques and procedures.
- Performs other work as assigned.

Key Competencies

- Understands applicable business and system administration processes.
- Possesses a high level of expertise in Microsoft Office, Excel, PowerPoint, Visio, Microsoft Project or the equivalent.
- Is able to utilize Quality Assurance methodologies.
- Comfortable with application programming fundamentals.
- Knowledge of general accounting practices and procedures.
- Understanding of methodologies and principles of Business Process Engineering (BPE/BPM).
- Familiar with data exchange and data warehousing.
- Knowledge of best practices for data security.
- Possesses general knowledge of the fundamentals of governance processes.

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To be considered for this position, please submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
- A chronological resume including: dates and total months/years in each position held for each previous employer.
- [Completed AOC application form.](#)

Failure to submit the required materials listed above may eliminate your application from consideration.

Send materials by email, fax or postal service to:

Washington State Administrative Office of the Courts
 Attention Human Resources Office
 1206 Quince St SE
 P.O. Box 41170
 Olympia, WA 98504-1170

Email: Employment@courts.wa.gov
 or fax 360-586-4409.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

- Highly competent in the ability to self-initiate in the performance of work, utilize analytical and problem solving skills, and clearly articulate ideas on topics, problems, and business issues, both verbally and in writing.
- Ability to learn new concepts and skills, as well as absorbing and retaining new information.
- Ability to multi-process information and to adjust priorities within workload assignments, based on business need and/or direction from senior staff or management.
- Models the AOC values of customer service, respect, teamwork and integrity.

- The preferred candidate will have:**
- Demonstrated experience successfully implementing and propagating the use of Computer Associates Clarity™ or a similar system within an organization.
 - Other system PPM experience in relation to the key responsibilities listed above.
 - Familiarity with HTML or XML documents, using Web scripting languages such as JavaScript, integrating Website, applications to backend databases, supporting Web servers or application servers, using Website development tools, and User-Centered Design and Web Security experience.
 - Strong analytical and problem solving abilities.
 - Demonstrated ability to effectively communicate with all levels of business both verbally and in writing.
 - Experience with report development using Business Objects and Crystal Reports or similar tools.

A combination of education and experience that demonstrates a working knowledge of the functions and **typical** work of the Senior System Integrator may substitute for qualification requirements listed.

- Qualifications**
- A bachelor’s degree in Information Technology, **OR** closely allied field; **AND**
- A minimum of eight (8) years of experience working in a complex information technology environment.
 - Direct experience with a major systems integration effort.