

Communications Digital Content Specialist

Job #2014-033-A3

[> Click Here for Further Information <](#)



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: 2014-033-A3

POSITION: Communications Digital Content Specialist

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

LOCATION: Olympia, Washington

OPENS: September 3, 2014

CLOSES: September 22, 2014

Communications Digital Content Specialist Overview

Washington's Administrative Office of the Courts (AOC) is seeking a dynamic communications professional who can apply a strategic communications approach to the agency's website and digital platforms. The successful candidate will have a proven track record writing and implementing Web communications plans, publishing and maintaining websites and working to project schedules.

Initial work will focus on writing and editing content for the Washington Courts news website at www.courts.wa.gov and ensuring that field staff and co-workers are trained and have the resources needed to write, post and maintain individual pages within the website.

The successful candidate will drive the AOC's digital strategy to ensure consistency in messaging across digital and traditional communications tools. This includes the ability to write, edit and post content, and evaluate metrics to drive traffic. The candidate should demonstrate knowledge of the changing digital landscape to ensure AOC's digital strategy and tools remain current and relevant over time.

The candidate must be able to work in a fast-paced environment and meet competing demands. Ability to create digital graphics, memes and other online content is a plus.

Key Responsibilities and Essential Functions

- Develop schedules, track and meet deadlines.
- Ability to create and implement communications plans.
- Manage day-to-day content updates and messaging for the Washington Courts website; assistance with Social Media tools including YouTube, Facebook and Twitter.

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)

Key Responsibilities and Essential Functions (con't)

- Write and produce a variety of content to AOC Web properties, troubleshoot and resolve minor technical issues as they arise. Edit, activate or troubleshoot website functions, plug-ins, add-ons, widgets and other functions as necessary.
- Ensure that field-based staff have training, resources and support to write, post and maintain content in a user-friendly manner.
- Knowledge of Web analytics and how to use them to drive traffic and manage content more effectively.
- Must have project management skills necessary to manage an assigned project from development to implementation.
- Knowledge of evolving digital landscape and ability to respond to emerging trends and platforms.
- Ability to use creative problem solving in the course of performing responsibilities to solve issues, problems or conflict.
- Experience tracking and meeting deadlines; this position requires the ability to multi-task in a fast-paced working environment with competing demands.
- Work effectively as a team with other staff in carrying out the assigned responsibilities.
- Ability to develop and maintain cooperative workplace relationships.
- Must have the ability to work with diverse groups of people including governance, staff, managers and external stakeholders as necessary.
- Ability to work in a self-directed and efficient manner, maintaining calm under pressure.
- Serve on association committees as assigned. Participate in AOC shared web team staffing assignments when necessary.
- Complete other duties as assigned.

Qualifications

A bachelor's degree in digital communications, marketing, public relations, journalism or a closely related field; **AND**

A minimum of three to five years' experience working with content management and graphics design in a similar capacity.

Administrative Office of the Courts
Communications Digital Content Specialist

Career Opportunity

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.

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.

The preferred candidate will have:

- Demonstrated knowledge of and proficiency with digital and desktop publishing programs such as Creative Suite and/or other similar software platforms.
- Demonstrated knowledge of HTML 5, SEO, and content management software (such as Joomla, Word Press, and Salsa).
- Proficiency in Microsoft Office, including but not limited to Word and PowerPoint.
- Ability to travel both in and outside the state of Washington.

A combination of education and experience that demonstrates a working knowledge of the functions and **typical** work of the Communications Digital Content Specialist may substitute for qualification requirements listed.

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