



Washington Courts Employment Opportunity

Administrative Office of the Courts

SYSTEM INTEGRATOR – LAW TABLE MAINTENANCE

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Employment Status: **Project, Full-Time**

Location: **Olympia, Washington**

Salary: **Range 66: \$5,741 — \$7,725 mo. (DOQ)**

Opens: **November 4, 2019**

Closes: **November 18, 2019 at 5:00 p.m.**

Duration: **This is a grant-funded position and is expected to continue through September 30, 2022. Annual funding of this grant position is contingent upon satisfactorily meeting identified performance measures and available funding from the U.S. Dept. of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA).**

Benefits are included with this position.

POSITION PROFILE

The Court Services Division of the Administrative Office of the Courts seeks a person who is detail-oriented, manages their time and priorities effectively, and has excellent interpersonal communication skills to improve the accuracy of law and charge entries in state information systems.

The position will work with staff in the district and municipal courts, prosecutor and city attorney offices, local law enforcement agencies, Department of Licensing, and Washington State Patrol as it pertains to local laws and charges and their related impacts.

Under the day-to-day direction of the Court Business Information Coordinator, this professional position works independently under general direction. Decision-making is done according to broadly defined guidelines and procedures, with some areas requiring interpretation and/or development of possible approaches. Provides regular information and recommendations to the Court Business Information Coordinator, the System Integrator/Charge Table subject matter expert, and Court Business Office (CBO) Manager.

Key Competencies

- Ability to objectively analyze local ordinances, laws, and statutes and understand their meaning and impact.
- Ability to recognize inaccurate data entries in charge and law tables and correct those entries in accordance with standard business processes.
- Aptitude and understanding of information technology concepts.
- Ability to use business intelligence reporting tools.
- Ability to consistently and effectively communicate both orally and in writing.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** attached to this Announcement. Or at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.*

QUALIFICATIONS AND CREDENTIALS

A bachelor's degree in Information Technology, computer science OR closely allied field, **AND**

Five years of experience in a complex information technology environment including direct experience with a major systems integration effort.

A combination of education and experience demonstrating a working knowledge of the duties, responsibilities and competencies of the System Integrator may substitute for the qualifications listed.

PREFERRED / DESIRED QUALIFICATIONS

- Problem-solving and diagnostic skills for issue analyses and cause and effect for issue resolution.
- Ability to foster teamwork and build and strengthen collaborative relationships.
- Strong attention to detail abilities.
- Good organizational and time management skills to plan, prioritize, and achieve the goals and outcomes of this position.

ADDITIONAL INFORMATION

- ◆ Workweek may fluctuate depending on workload or agency need.
- ◆ Overnight travel may be required based on business need.
- ◆ This position is not covered under the Fair Labor Standards Act (FLSA).

HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed. **“See resume”** is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**

The Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

All application materials must be received by **5:00 p.m.** on the closing date of this posting. It is preferred applications be emailed to employment@courts.wa.gov. You can also mail your materials to Administrative Office of the Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted.

IMPORTANT INFORMATION

The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. 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.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

MORE INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) 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.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation and Benefits.



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