



Washington Courts Employment Opportunity

Administrative Office of the Courts

DATA MIGRATION SPECIALIST

(Senior System Support Analyst)

For the Courts of Limited Jurisdiction Case Management System
Project

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

Job #: 2020-35

Status: Regular, Full-Time*

Location: Olympia, Washington

Salary: Range 70: \$78,408 - \$102,816 per year (DOQ)

Opens: November 25, 2020

Closes: Open until filled; first review of the applications to begin December 14, 2020. Preference will be given to complete application packets received by December 14, 2020. AOC reserves the right to close the recruitment at any time.

***Duration:** This is a project position and is dependent on continued project funding. Funding is anticipated to continue through 2024. Benefits are included with this position.

The Administrative Office of the Courts is closely monitoring the COVID-19 pandemic and following the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

Join a high performing team as they embark on a 5-year project to replace a Case Management System for the Washington Courts of Limited Jurisdiction (District and Municipal Courts). We are looking to bring a Commercial-off-the-shelf (COTS) solution to the Agency that will help us meet the guiding principles of providing improved services for the court and probation customers of AOC in a technically sound, secure, accurate, and cost-effective manner.

The Courts of Limited Jurisdiction (CLJ-CMS) project is seeking a Data Migration Specialist. Responsibilities will include working with the Business Analysts assigned to the project along with the Vendor to identify the field level data mapping, taking the data from SQL Server and other data sources and converting it over to the COTS product.

This position is responsible for designing, testing, and executing data conversion routines to migrate data from legacy databases into the new COTS database using current ETL tools and best practices. The successful candidate will create and implement automated validation routines to report on and ensure that data quality, integrity, and completeness are maintained. This position will participate in design reviews of high risk, high impact, statewide systems, and services.

Reporting to the CLJ-CMS Project manager, this senior-level position is expected to perform independently and has decision making responsibility commensurate with the role. This position may regularly interact with executive leadership, agency management, division staff, and court users at all levels.

This position is crucial to ensuring that the technical team is prepared for the data migration efforts across all the CLJ courts.

For more information about this job's typical job duties and responsibilities, click on this [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A bachelor's degree in Information Technology, computer science, business administration, public administration, or a closely allied field; **AND**
- Eight (8) years of progressively responsible experience working with complex information technology systems.

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

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

Expertise in the following:

- T-SQL
 - SQL Server
 - Data Conversion
 - Data Cleansing methodologies
 - Extract, Transform and Load (ETL) tools
- Desired:
- Creating meaningful executive-level reports and data dashboard solutions using tools like SQL Server Reporting Services (SSRS) and Power BI

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are REQUIRED for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience must be on the application.

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)

3. Judicial Branch/AOC Application for Employment

Late applications will not be accepted when a deadline is expressed. The Judicial Branch/AOC 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.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted).

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.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure sure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application and the materials submitted. All information may be verified, and documentation may be required. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

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

The AOC is an equal opportunity employer and does not discriminate based on 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 Melody Long, 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.