



Administrative Office of the Courts

COURT DATA ACCESS PROGRAM COORDINATOR

Primary Purpose

Develop, coordinate and implement statewide policy and practice regarding court record access systems implemented by the AOC. These systems allow non-court users electronic view-only access to court data, documents and records. The systems include but are not limited to, Odyssey Portal, JIS-LINK, Search Case website and JABS Viewer.

Distinguishing Characteristics

Reporting to the Office of Contract, Procurement and Data Dissemination Manager in the Management Services Division, this position interacts and works with AOC staff, the courts, elected officials, government agencies, attorneys, and the public to develop and maintain statewide policies and processes with regard to the implementation, use, and maintenance of the different court record access systems. This position is also responsible for the overall administration (analysis, requirements gathering, and user management) of the systems.

Duties and Responsibilities

Directs the development, implementation and ongoing review of statewide policy and practice regarding court record access systems implemented by the AOC.

Establishes requirements, goals and priorities with AOC staff, courts, other government entities, and public users of the systems.

Provides expertise in process and systems analysis of Odyssey Portal, JIS Link and other court records access systems.

Analyzes system wide impacts of requests for court record access and works directly with the AOC Data Dissemination Administrator to establish or resolve access issues.

Works directly with agency staff with regard to the court records access systems' development, issues, and maintenance.

Facilitates decision making between the various stakeholders.

Directs the development of educational materials, instruction manuals, and training regarding access to and use of the court records access systems.

Works with stakeholders to identify, analyze and promote opportunities to improve access to court records.

Performs other duties as required.

Key Competencies

Agency Values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Ability

- Skill to manage time and resources to accomplish goals and objectives.
- Ability to accurately assess resources needed to carry out planned actions.
- Strong business and systems analysis skills including a thorough understanding of how to interpret customers' court records access needs and translate them into system requirements.
- Interpersonal skills and abilities to establish and maintain professional working relationships with co-workers, management, and other constituents.
- Ability to engage in concise and effective interactions with other individuals as well as internal and external organizations and companies.
- Ability to accomplish work objectives in cooperation with AOC, court, and the public need.
- Ability to collaborate with developers and subject matter experts to establish the technical vision and analyze the tradeoffs between usability and performance needs.
- Excellent verbal and written skills and the ability to interact professionally with a diverse group of people (court officials, executives, project teams, public, and vendors).
- Resolves problems quickly and efficiently with minimal negative impact and provides viable options when needed.
- Plan and manage time effectively. Identify and effectively handle competing project and operational priorities.

- Skill in research methods and practices.
 - Ability to identify, analyze and resolve problems in a consultative manner bringing problems together with recommendations for solutions.
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Qualifications and Credentials

A Bachelor's degree involving major study in business administration, court administration, policy analysis or closely related field;

AND

Five years of work experience developing and administering organizational programs.

Relevant experience may be substituted for educational requirements.

Salary Range: 64

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

Established: 12/15