DEPLOYMENT LEAD  
(System Integrator)  
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 #:** 2021-17  
**Status:** Regular, Full-Time*  
**Location:** Olympia, Washington  
**Salary:** Range 66: $70,956 - $93,132 (DOQ)  
**Opens:** March 12, 2021  
**Closes:** Open until filled; first review of applications to begin April 2, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time. This announcement may be used to fill multiple vacancies.  

*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**  

The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project seeks a deployment lead to help build the team responsible for implementing a statewide case-management system used by Washington State’s district and municipal courts. This crucial position ensures that internal AOC staff and external court partners have the CMS infrastructure and software they need to perform their mission.  

Our ideal candidate is self-motivated with a strong background in COTS (commercial off the shelf) application deployment, integration, and administration. They will lead a 3-person team to successfully install and administer a suite of applications used both internally by AOC staff and externally to our court community.  

The successful candidate will partner with IT staff, and be responsible for the system deployment, integration, administration, maintenance, and updates for the COTS solution.
This position is a member of the CLJ-CMS project team and reports to the CLJ-CMS Project Manager. The successful candidate will work independently and have decision-making responsibility commensurate with their role. They will partner with AOC management, staff, and court users at all levels.

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 closely allied field; **AND**
- Five (5) 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 EXPERIENCE, EDUCATION, KNOWLEDGE, SKILL AND ABILITIES

- 4 years of Information Technology experience in an enterprise environment within the last 8 years
- 4 years of experience repairing, diagnosing and troubleshooting software and hardware
- 4 years of experience using server diagnostic tools
- 4 years of experience installing, testing and configuring software on workstations

### 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 meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**

A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.

The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

Please email all application materials to: employment@courts.wa.gov in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:
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 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 materials. 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 needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of 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 complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE:** Before 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.

**ADDITIONAL 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 just 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](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.