



Washington Courts Employment Opportunity

Administrative Office of the Courts

SENIOR DOCUMENT MANAGEMENT SPECIALIST

(SENIOR SYSTEM INTEGRATOR)

Appellate Court – Electronic Content Management System

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

The Administrative Office of the Courts 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 #: 2021-77
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range 70: \$78,408 - \$102,816 per year (DOQ)
Opens: October 28, 2021
Closes: Open until filled. The first review of the applications received will be on November 18, 2021. AOC reserves the right to close the recruitment at any time.

Most positions require residency in Washington State. If you are invited to interview and currently reside outside Washington State, you may seek more information about residency requirements from the AOC hiring manager for this recruitment.

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

Note: All AOC employees must be fully vaccinated against the COVID-19 virus by November 1, 2021. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has verified their vaccine status or an approved accommodation.

POSITION PROFILE

Develops, integrates and maintains applications, software, systems and associated workflow processes for AOC information systems serving the needs of the Washington judiciary.

The AC-ECMS is the Hyland OnBase document/workflow management system used by the Washington State Appellate Courts. This position is primarily responsible for the design, development, and implementation and production support of the AC-ECMS and workflow solutions.

Reporting to an Information Technology Manager or equivalent, this is a senior level position that works independently and exercises decision-making responsibility commensurate with the high level of technical expertise required of the position. Work products are expected to be of the highest quality, and may be utilized to review and evaluate the technical work products of lower level system integrators. This position may also perform lead worker duties if assigned by an Information Technology Manager or equivalent.

DUTIES AND RESPONSIBILITIES

- Configure OnBase or similar Document Management System software to create workflows and automate manual processes in the application
- Responsible for creating reports around workflows using the OnBase or similar Document Management System.
- Integrates the content management with the case management system with advanced understanding of the overall impact and interconnections of the AOC system infrastructure.
- Creates and maintains scripts and API integrations, imaging, capture, document/content management solutions.
- Experience with Document Management System API development.
- Plans and tests software updates. Troubleshoots and resolves defects or configuration changes.
- Develops and maintains code in an environment including .NET Core, C#, ASP.NET, JavaScript, HTML5, CSS3, JSON, REST, SQL, Agile based teams, Azure DevOps (TFS) and Document Management systems.
- Write, review and comment on functional and technical specifications.
- Unit test code using manual and automated test processes.
- Collaborate with the project team and other internal cross-teams for developing, testing and deploying code in support of various efforts.
- Prioritize work appropriately, carry out assignments with the appropriate level of direction. Complete tasks within deadlines.
- Monitor work progress, informing team leaders, team managers and/or customers of project status, problems or obstacles and workload problems in a timely manner.

Key Competencies

Knowledge, Skills and Ability:

- Expert level experience Implementing, managing or configuring Commercial off the Shelf systems or configuring/administering enterprise content management solutions.
- Experience in web application development including ASP.NET Core MVC, C#, ASP.NET, JavaScript, HTML5, CSS3, JSON and XML.
- Experience programming with SQL.
- Experience developing web user interfaces which are standards-compliant, cross-browser compatible and adhere to accessibility guidelines.

- Experience in SDLC (Software Development Life Cycle), and Agile development methodology.
- Interpersonal skills to work across boundaries and to establish and maintain professional working relationships with co-workers, customers and clients.
- Ability to effectively communicate both orally and in writing.
- Ability to learn new concepts and skills, absorb and retain new information.

Desirable Knowledge, Skills and Abilities:

- Knowledge of court business processes and court data.
- Ability to lead, coach and mentor lower level staff.
- Degree in Computer Science or Engineering.
- Working with Document Management Systems such as OnBase.
- Certification in Document Management/Workflow System Administration.

For more information about the job’s typical job duties and responsibilities, click on this [Job Description](#).

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor’s degree in Information Technology, Computer Science OR closely allied field; **AND**
- Eight (8) years of experience working 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 Support Analyst may substitute for qualifications listed.

The successful candidate will be required to demonstrate proficiency in the areas of C# and .NET through an on-line assessment.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILL, AND ABILITIES

THE PREFERRED CANDIDATE WILL HAVE:

- Eight (8) or more years of experience in working with Document Management Systems.
- Eight (8) or more years of experience building web applications using C# and .NET (OR) Java
- Eight (5) or more years of HTML and JavaScript experience
- Eight (5) or more years of systems or requirements analysis experience
- Three (3) or more years of experience with SQL development (SQL programming, database design, stored procedures, etc.)

Also Desirable Are:

BizTalk
XML
XSLT
Section 508 Web Accessibility Standards

SQL Server Reporting Services
Java
DB2
AngularJS

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested AOC employees 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** (specifying how you meet the qualifications of the position; no more than two pages)
2. **Resume** (chronological)
3. **AOC Application for Employment**

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

The AOC Application for Employment can be found at <https://www.courts.wa.gov/employ/Application.pdf>, 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:

**Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170**

Fax number: (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 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.

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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 for more information about Washington Courts, Compensation, and Benefits.