



**Administrative Office of the Courts
JOB #2016-033-M04**

**COURTS DIGITAL PRINT
CENTER SUPERVISOR**

>[Click Here for Further Information](#)<

Exciting Career Opportunity!

**BENEFITS OF
WORKING FOR AOC**

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees’ Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

**WHERE IS AOC
LOCATED?**

The Administrative Office of the Courts 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.

SALARY: \$40,704 TO \$53,424 per year DOQ

LOCATION: Olympia, Washington

OPENS: June 17, 2016

CLOSES: June 30, 2016

POSITION PROFILE

Provides professional printing and duplicating services to Washington’s judicial branch of government including AOC, the Supreme Court, the Court of Appeals divisions and the Office of Civil Legal Aid.

Reporting to the Staff Services Manager, this senior professional is an expert operator of printers and copiers who regularly applies independent judgment to determine project parameters and the most efficient/effective approach to meeting customer needs.

DUTIES AND RESPONSIBILITIES

Consult with customers on complex inquiries about digital printing processes, job layout and scheduling; works with customers to determine their needs and how best to meet those needs.

Prioritizes and schedules jobs to be printed on the high speed digital printer; determines priorities; codes and bills work orders; processes production records for monthly reporting.

Sets up, operates and maintains the system used to receive electronic files; receives electronic files over the AOC network directly to the FreeFlow® and, using electronic image assembly, merges multiple files into one final print document for printing and/or storage; programs, scans and manipulates print jobs, and electronic files; creates and maintains programming for batch processing of electronic files within defined parameters.

Operates the FreeFlow® digital scanner, digital printer, color copier, CD burner, laminator and other equipment; maintains reproduction equipment and mail machines including troubleshooting, adjusting, and correcting equipment malfunctions; requests equipment repairs as necessary.

Supervises staff assigned to the reproduction center in operation of the FreeFlow® digital scanner, digital printer, color copier, CD burner; laminator and other related equipment; provides instruction, coaching and direction to staff in the operation, adjustment and care of equipment.

AOC PROFILE

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

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

Behavioral Competencies

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

Administrative Office of the Courts / JOB #2016-033-M04

Analyzes operations continually to improve procedures, methods and production; stays knowledgeable of new and changing reproduction and duplication technologies.

Sets up and maintains an electronic library of department documents, contracts, and brief files; convert and compress files as requested; or make CD or DVD's.

Monitors inventory levels, orders supplies to efficiently maintain production levels; moves supplies and cases of paper (50 lbs. and up) to work area.

Provides back up coverage as needed within the Staff Services unit: receives, sorts, distributes, prepares and processes incoming and outgoing mail; assists in receiving/ unloading incoming shipments and delivers to storage areas.

Performs other duties as required.

Knowledge, Skills and Ability

- Understands customer expectations and ensures work meets those expectations
- Earns the trust and respect of customers through consistent honesty and excellence
- Ability to adapt to change and be flexible in providing excellent customer service
- Skill to communicate effectively with customers, colleagues and staff
- Ability to multi-task and effectively coordinate multiple projects simultaneously
- Ability to prioritize, effectively manage time and meet deadlines
- Skill to manage staff, time, and resources to accomplish goals and objectives; ability to develop budgets, accurately assess resources needed to carry out planned actions
- Accepts personal responsibility for the quality and timeliness of work; to include double checking material, avoiding duplication of effort and attention to detail
- Ability to recognize problems and bring recommended solutions to supervisor
- Excel in fast paced work environment, able to multitask and deal quickly with rapidly changing situations and priorities
- Demonstrated ability to establish and maintain productive working relationships, respond effectively to changing needs and priorities, efficiently allocate resources, and create and implement program improvements
- Knowledge of general office and warehouse safety requirements
- Knowledge of proper procedures for lifting/moving objects weighing 50 pounds or more
- Knowledge of recordkeeping for shipping and receiving; inventory compliance; tagging, equipment replacement and asset input
- Responsible for following the Payroll Tracking Procedure
- Ability to assist during emergency operations (fire alarms, building evacuations, security)

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. 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.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

QUALIFICATIONS AND CREDENTIALS

High School graduation or GED equivalent **AND:**

Five (5) years of related work experience; including two (2) years of supervisory experience **AND**

Two (2) years of experience operating and maintaining FreeFlow® digital scanner, digital printer, color copier, CD burner, laminator and other equipment, or comparable reproduction equipment.

OR

An Associate's degree or equivalent two (2) years of vocational training **AND** two (2) years of demonstrated experience including programming and maintaining applications.

OR

A Bachelor's degree in Computer Science, Information Systems or related technical/business discipline **AND** one (1) year of demonstrated programming experience.

Requirements

- Knowledge of email, WORD, EXCEL, ADOBE ACROBAT, and other duplicating software including color correction/manipulation software.
- Valid Washington State Driver's license.
- Access to a vehicle and willingness to use the vehicle when a state vehicle is unavailable.
- Ability to lift, move and carry a minimum of 50 pounds of weight.
- Ability to work independently with little direct supervision.

Desired Qualifications

- Extensive experience with digital print and productions standards, such as InDesign, Adobe Acrobat Professional; PhotoShop; Corel PaintShop Pro; and Microsoft Office automation.
- Experience with digital communications, such as electronic file distribution, automated PDF delivery, and custom pages.
- Experience with conversion of various file formats to PDF.
- Experience with the printing and/ mailing industries.

A combination of education and experience demonstrating a working knowledge of the duties and responsibilities of the Staff Services Reproduction Supervisor may substitute for the qualifications listed.

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170