

## **APPELLATE COURT OPERATIONS ARCHITECT**

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*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?**

**T**he 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:** \$73,140 TO \$95,964 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** May 11, 2017

**CLOSES:** May 31, 2017

### **POSITION PROFILE**

Serves as principal point of contact for all hardware, product software and data base components that interact with/support the Appellate Courts technical solutions and serves as expert technical resource on the Appellate court technology products/solution.

Reporting to the Operations Manager, this senior level professional position works independently under general direction, and as assigned by management. Decision-making is done according to broadly defined guidelines and procedures, with some areas requiring interpretation and/or development of possible approaches. Interacts with executive leadership, agency management, external stakeholders, ISD architects, all levels of division staff, and staff assigned to specific projects.

### **DUTIES AND RESPONSIBILITIES**

The Appellate Court Operations Architect is the principal point of contact for all hardware, product software and data base components that interact with or support the Appellate Courts technical solutions. Assumes the role as technical lead for any technology efforts in support of appellate courts technology; serves as a member of the Appellate court oversight team as the highest level authority on technology issues.

Perform the conversion of business requirements into an architecture and design that will become or be integrated into the blueprint for the solution being created to solve an identified business problem. Ensures that technology solutions are cohesive, align with the Appellate Courts and AOC's technology standards, strategic IT roadmaps. Employs effective reusable application design and software engineering strategies and best practices.

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

Provides options and recommendations for technical designs and solutions to internal and external stakeholders and AOC executive leadership.

#### **Essential Activities**

The Appellate Court Operations Architect is highly proficient using considerable advanced expertise in the design, configuration and use of appellate court information technology (IT) products to meet the requirements of the appellate court user community. The Appellate Court Operations Architect will exercise a high level of expertise in the following areas:

- Works with managers, project managers and team members to develop high-level schedules, resource plans and budgets.
- Analyzes technical risks and advises on risk mitigation strategies.
- Develops plans and strategies to meet the future IT needs of the appellate courts
- Identifies staff needed based on the proposed solution to the business need.

Provides technical oversight of Appellate court systems:

- Responsible for long-term direction and design for Appellate court IT systems.
- Provides oversight of interfaces between case management software and content management software.
- Oversees implementation of all new IT products.

Provides centralized product support for the Hyland OnBase product for the Appellate Courts:

- Perform daily maintenance and performance monitoring of the base OnBase product and the environment where it is deployed.
- Principal point of contact for all issues related to hardware, database software and application software that interacts with or supports the OnBase solution.
- Coordinates Installation of periodic OnBase version releases.
- Coordinates analysis and approval of enhancement requests, releases and maintenance.
- Coordinates the development and maintenance of the system security model.
- Assesses impact of planned infrastructure upgrades on the OnBase solution.
- Plans future growth from a technical perspective.

Understands and applies knowledge of complex technology environments and solution architecture practices across the necessary analysis, technical architecture and design tasks to

*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](mailto: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.



develop well-integrated, cost-effective solutions for the business problems.

Adheres to IT standards. Collaborates with Enterprise Architects to optimize and balance long range architectural objectives and project constraints while maintaining customer value streams.

Participates in reviews of the designs, prototypes and other technical deliverables to ensure they fulfill requirements and meet standards.

Defines and implements plans to address the service's integration points with other services.

Leads design effort and works with the development teams during micro design and configuration.

Provides guidance and oversight on the work performed by the configuration team. Duties include planning and balancing workload, providing basic training for assigned duties, instructing and monitoring work product and quality.

Ensures the progression of the solution development through to implementation and customer acceptance and production.

Analyzes, learns and applies new technology and architecture trends in alignment with the AOC Enterprise Architecture direction.

Performs other duties as required.

**Knowledge, Skills and Ability**

The preferred candidate will demonstrate proficient knowledge, expertise and abilities in the following areas:

- Broad IT generalist knowledge with an understanding of applications, data and hardware, along with proven skills, business expertise and discipline to ensure alignment among solution, business and IT architecture.
- Expert knowledge in application development and the system development lifecycle.
- Expert knowledge of the Hyland OnBase product suite and administration best practices.
- Ability to evaluate solutions against emerging business requirements and processes.
- Ability to adjust priorities in rapidly changing environments; work well under pressure and provide technical leadership in multiple projects concurrently.
- Proficient in service oriented architecture (SOA), messaging, object-oriented programming concepts, multi-tiered distributed component based technology.

- Strong facilitation/negotiation skills. Ability to interface with and influence people at multiple levels within the organization.
- Team player - proven ability to work effectively with business analysts, other architects, application development and testing staff, project managers and managers within a large matrix organization.
- Excellent verbal and written communication skills, ability to present complex ideas and designs to a variety of technical or non-technical stakeholders.
- Well-developed research skills.



## QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in an information technology discipline;  
**AND**

10 years of progressively responsible experience working in the development, design and problem resolution of multi-tiered IT systems, including:

- ◆ Providing architectural guidance to teams of developers and system staff as an Architect or Lead Developer/Engineer.
- ◆ Work experience across multiple areas of software, hardware, networking and integration of diverse technology in the area of Windows based multi-tiered architectures, vendor packages deployed to a server based Architecture using Microsoft SQL Server as a backend database.
  - ◆ Managing small teams of high performance professionals.
  - ◆ Working with stake holders and customers to deliver technology solution to meet their business needs.

*Additional qualifying experience may substitute for education on a year for year basis.*

## 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](http://www.courts.wa.gov/employ), then click on Current Openings link, go to bottom of page).

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

Submission by email is preferred: [Employment@courts.wa.gov](mailto: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