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 #: 2021-03
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range 73: $84,396 - $110,760 per year (DOQ)
Opens: January 12, 2021
Closes: Open until filled; first review of the applications to begin January 22, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

*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

Join a high performing team as they embark on a 5-year project to replace a Case Management System for the Washington Courts of Limited Jurisdiction (District and Municipal Courts). We are looking to bring a Commercial-Off-the-Shelf solution to the Agency that will help us meet the guiding principles of providing improved services for the court and probation customers of AOC in a technically sound, secure, accurate, and cost-effective manner.

The Courts of Limited Jurisdiction (CLJ-CMS) project is seeking a Deputy Project Manager. This position assists the CLJ-CMS Project Manager in monitoring and directing the Superior Court Case Management System (SC-CMS) project goals, charter, initial high-level schedule development, strategies, resources, and business goals and priorities with customers, vendor, and staff. This position ensures that the project is running smoothly at all times and will balance the administrative side of project management by coordinating the various components that contribute to the project as a whole.
Reporting to the CLJ-CMS Project manager, this senior-level position is expected to perform independently and has decision making responsibility commensurate with the role. This position may regularly interact with executive leadership, agency management, division staff, and court users at all levels.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [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 computer science, business administration, or a closely allied field; **AND**

- Three (3) years of project management experience in a large/complex information technology environment to include experience managing/directing professional staff; **AND**

- Project Management Professional (PMP) certification from the Project Management Institute (PMI).

Additional project management experience may substitute for education and certification requirements.

### THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

Leads project chartering and schedule development; establishes business goals and priorities with customers, partners, and staff; effectively and accurately communicates project mission, vision, and scope, working collaboratively with internal and external parties to maintain alignment of business, and operational strategic plans.

Supports the CLJ-CMS Project Manager to lead, define and manage scope and work plans; assist in managing staff’s workload; assist with contracts process (prockures, create, and manage); tracks and manages risks and issues; works with independent Quality Assurance vendor; ensures that approved project requirements are fully met and that projects are completed on time, within budget and consistent with established standards.

Maintains project plans (schedule, resources, risk, issues, and budget); applies project management methodology and best practices to achieve optimal results from each project.

Effectively communicates and coordinates between business and technical cross-functional teams; demonstrates proficiency in effectively and accurately communicating project visions, goals, and objectives working collaboratively with internal and external parties. Demonstrates ability to communicate business requirements and solution development priorities between customers, partners, and staff in a diplomatic, professional, and effective manner. Demonstrates knowledge of organizational business processes, computer applications, operating systems, and current technologies available to facilitate product and service delivery to all customers. Demonstrates ability to consistently communicate effectively, both orally and in writing.

Exhibits interpersonal leadership skills and abilities to establish and maintain professional working relationships with co-workers, management, and other constituents. Accomplishes work objectives in cooperation with agency, court, state, and professional colleagues. Exhibits knowledge of the
client, human resource and organizational management concepts. Demonstrates ability to work effectively with people of different abilities, and skill levels.

Demonstrates the ability to work on multiple assignments concurrently, plans work to accomplish assignments, manages time to complete assigned tasks within the structure set by the supervisor.

Identifies, analyzes, and resolves problems in a consultative process bringing problems and recommendations for solutions. Ability to think critically in decision-making and problem-solving situations.

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 must be on the application.**

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

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.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted).

You can also mail your materials to:

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

**Faxed copies can be sent to 360-586-4409.**

Late applications will not be accepted when a deadline is expressed. 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 Application is located at the bottom of the page.

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, and the materials submitted. All information may be verified and documentation may be required. 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 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.