



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WASHINGTON

SHAREPOINT ANALYST

ANNOUNCEMENT NUMBER 15-WAW-02
ANNOUNCEMENT DATE October 30, 2014
CLOSING DATE November 23, 2014

DUTIES AND RESPONSIBILITIES This position is responsible for the development and integration of technology resources to enhance communication, information sharing and workplace efficiency within the district court clerk's office and chambers via the SharePoint platform. In conjunction with Information Technology staff, this position is responsible for the court's intranet site, including management, business analysis, application development, governance, security, and maintenance.

As a member of the clerk's office, the SharePoint Analyst will work closely with judicial chambers and operational teams in Seattle and Tacoma, and serve as a liaison with IT and administrative staff.

- REPRESENTATIVE DUTIES**
- Build strong relationships with teams and chambers to understand court culture, organizational requirements, and operational needs.
 - Work with teams, IT, and administrative staff to identify opportunities for workflow and process improvements through SharePoint, to include importing data from other applications.
 - Develop and create online solutions to meet identified needs by developing web pages, creating collaborative workspaces, converting information, and documenting solutions.
 - Integrate SharePoint with other business applications, such as Microsoft Office.
 - Serve as the lead developer and project manager on application development projects.
 - Create and present various application and end-user documentation and training.
 - Train others on the basics of SharePoint programming to enable self-management of sites and tools.
 - Work with IT and the ECF (Electronic Case Filing) Team to implement version upgrades and new features of SharePoint and ECF as needed.

QUALIFICATIONS The successful candidate will be resourceful, with a demonstrated ability to develop and implement innovative solutions in a collaborative manner.

- Excellent communication and facilitation skills: written, verbal and presentation.
- Collaborative and consensus-building work style, with the ability to adjust to a variety of audiences.

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| <p>TECHNICAL QUALIFICATIONS</p> | <ul style="list-style-type: none"> • Ability to present technical solutions in a clear, understandable manner; and conversely, ability to translate operational needs into technical requirements. • Ability to work under pressure and meet deadlines. • Strong conceptual thinking skills, with a sharp eye for design and practical application and the ability to present information in a non-linear way. • Demonstrated ability to develop and deliver technical solutions that meet organizational requirements. • Ability to manage multiple requirements and deadlines. • Experience managing projects. • Understanding of workflow and process improvement. <ul style="list-style-type: none"> • Extensive knowledge of the SharePoint 2007/2010 platform, including but not limited to information architecture, site collection management, site, page and list management, document management, server and application configuration, and SharePoint Designer customization. • Skill in standard web development technologies, including HTML, CSS, XSL, JavaScript/jQuery and UI/UX design. • Ability to analyze a group’s work processes and generate application requirements for process improvements. • Skill in developing and presenting technical training and documentation to non-technical users. • Comfortable with web and/or graphic applications. • Understanding of web design and publishing. • Experience with office productivity applications, including spreadsheet, word processing, database, presentation applications, Microsoft Office, and IBM Lotus. |
| <p>PREFERRED QUALIFICATIONS</p> | <ul style="list-style-type: none"> • Knowledge of workflow and process improvement theories and techniques. • Training experience - in classroom or on-line development. • Knowledge of federal courts and judicial processes. |
| <p>SALARY RANGE</p> | <p>Court Personnel System Classification Level: CL26, Step 1 – 61, \$45,027 - \$73,238 CL27, Step 1 – 61, \$49,472 - \$80,460 CL28, Step 1 – 61, \$59,303 - \$96,431 Depending on experience and qualifications</p> |

**INFORMATION FOR
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume, including salary history
- A response to the following question, including specific examples as appropriate:
Describe a process you have improved, or problem solved, through the use of SharePoint. Describe how you identified the problem and method for determining possible solutions, the role you played in the development and deployment of the solution, and the outcome.

All materials should be submitted:

Human Resources (#15-WAW-02)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

or via e-mail (Word or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS:

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.