

**The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement**

**TECHNOLOGY SERVICES EMPLOYMENT OPPORTUNITY  
Charleston, West Virginia  
Posted 08-25-2020**

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Technology Services Division, headquartered in Charleston, West Virginia. The position is Application Service Manager, reporting to the Director of Technology.

**Application Service Manager**

**Position Purpose:** This is a senior level management position that is responsible for providing strategic and management oversight for the application needs of the organization.

**Minimum Qualifications:** Bachelor’s degree in information technology field. Six (6) years of IT software development experience, with two (2) years in a management role. Additional years of qualified experience may replace bachelor’s degree.

**Primary Duties and Responsibilities include:**

- Provides leadership that involves the team(s) in decision making and creates a collaborative environment and framework to accomplish organization goals.
- Provides strategic guidance and prioritizes work assignments.
- Reviews and approves schedules for regular release updates.
- Prioritizes projects and manages staff activities and resources that support various development initiatives.
- Engages in stakeholder communication to track and update progress and ensure deliverables meet organizational needs.
- Develops, maintains, and publishes up-to-date information development policies, standards, and guidelines.
- Manages the development and implementation of strategic planning and initiatives.
- Performs other duties as assigned.

**Preferred Knowledge, Skills and Abilities:**

- Excellent presentation skills in technical and non-technical formats.
- Knowledge of software architecture, development, integration and support.
- Experience in Agile and CMMI development methodologies.
- Strong working knowledge of application development processes.
- Familiar with DevOps principles.
- Familiarity with cloud-based services such as Azure.
- MS SQL/T-SQL, PL/SQL
- Experience with Visual Studio, VB.Net, C#, APEX, Oracle Forms, and source control.

- Experience with Web development including HTML, Java, .NET, WCF, SOAP, REST, Bootstrap, and JavaScript.
- Experience with data integration and migration.
- Experience leading and guiding teams on application architecture, coding, code reviews, test plans, deployments, and operations.
- Ability to work with teams as well as independently with little oversight.

**Working Conditions (Physical/Mental Demands, and Environmental Factors):**

- Reliable transportation to and from work.
- Ability to work nontraditional hours as needed.

**Continuing Education Requirements:**

Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide. Maintain and acquire industry related certifications.

**Criminal Background Check:** All successful candidates must submit to a criminal background check.

**COMPENSATION AND BENEFITS INCLUDE:**

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

**THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:**

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

**West Virginia Courts.** West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state’s only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia’s Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

**Equal Opportunity in Employment.** It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an

Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

**APPLICATION PROCESS:**

To apply for this position, direct the following application materials to [Joan.Mullins@courtswv.gov](mailto:Joan.Mullins@courtswv.gov) :

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court website).

**Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.**