MONTANA JUDICIAL BRANCH

ELECTRONIC FILING PORTAL COORDINATOR

# Nature of Work:

The E-Filing Coordinator works closely with all facets of the Judicial Branch IT department in developing solutions to the Court’s Statewide E-Filing Portal use and needs.

The Electronic Filing Portal Coordinator will act as the liaison between business and technical aspects of the electronic filing project to establish a common portal for all courts, case types and filers.

This is advanced technical work responsible for planning, initiating, coordinating, implementing, troubleshooting and maintaining the Montana Electronic Filing Portal for the Montana Judicial Branch.

Emphasis of the work is on providing project management in conjunction with case management system vendors to prepare and manage the statements of work identifying necessary modifications to the case management systems to support e-filing in Montana Courts.

This position works with the Judicial Branch IT Director, technical and business analyst staff, subject matter experts, vendors and other designated staff in developing a needs assessment for the E-Filing project in order to provide services that meet the timelines, reporting needs and priorities of the project.

Responsibilities include coordinating a variety of on-going automation installation and support projects, providing guidance and direction to technical staff conducting the work, and reviewing specifications of the automation systems.

This position must validate vendor design concepts, assist in implementation, provide assigned technical services and view the work product. The Coordinator monitors contracts in progress while maintaining a constant awareness of the overall needs of and impacts on the Judicial Branch including ensuring work is completed according to commitment, plans, standards, guidelines, specifications, and timelines.

The Coordinator also provides professional, analytical and technical guidance to other IT team members and may serve as a project lead in coordination with other IT Branch-wide systems projects.

The Coordinator provides additional project guidance which may include scheduling and chairing meetings; preparation and presentation of e-filing information; and will assume the project lead on the Court’s Statewide E-Filing project.

The Coordinator assists in the creation of policies and procedures as they pertain to e-filing application process development and design within the Branch. This includes the development and maintenance of both Branch and IT policies. This position is responsible for implementing security and access policies for the E-Filing Portal.

The Coordinator must work closely with other IT staff as well as the end-user customers to ensure E-Filing policies and procedures are being followed.

The incumbent exercises a considerable degree of independent judgment, initiative, and originality. Supervision is received from the Information Technology Director who reviews work for professional quality of completed projects and attainment of desired objectives.

**Essential Functions:** (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)

* Prepare as necessary and manage the statements of work of identified modifications to the case management systems to support E-Filing in Montana courts, in conjunction with the case management system vendors.
* Develop and manage the change control process. Ensure adherence to schedule and scope with vendors and the implementation of the Montana Courts E-Filing Portal.
* Develop subject matter expertise on the OasisLegal XML Technical specification and how it is implemented in the Montana Courts E-Filing Portal.
* Develop subject matter expertise on the LT Court Tech E-Filing configuration manager and the process of adding courts, case types, common codes, security, user authentication and training.
* In conjunction with LT Court Tech and consistent with the OasisLegalXML Technical Specification develop model templates and tools for the major case category committees to define case flows unique to each major case category.
* Develop subject matter expertise on the FullCourt Enterprise Services Bus and the process of adding courts and case types eligible for electronic filing.
* Coordinate the drafting of Interim rules for electronic filing including tracking changes and facilitating further discussions with the Electronic Filing Case Coordinator(s).
* Develop the necessary agreements and pre-implementation activities checklists for Clerks and Judges to enroll as an electronic filing court.
* Confers with officials of courts or agencies involved with proposed e-filing projects to develop cooperation and coordination of the pre-implementation activities schedules, as well as communicating project requirements and specifications.
* Develop and deliver presentations on the Montana Electronic Filing Portal to interested groups including the Commission on Technology, District Court Council, State Bar, Automation Committees, etc.
* Communicate to the IT Director any Portal resource requirements (both short term and long term).
* Acts in a liaison capacity with state and county agencies, public entities and project vendors concerning e-filing automation activities.
* Will oversee automation services, specifically vendor interfaces and will assist in coordination of a technical team.
* Develop and update project plans for the E-Filing Portal project including project objectives, technologies, systems, information specifications, schedules and staffing.
* Monitor, track and report on project milestones and deliverables.
* Confer with project personnel, vendors and end users to identify and resolve problems.
* Develop and manage work breakdown structures (WBS) for E-Filing project phases.
* Establish and execute a project communication plan.
* Prepares reports to superiors detailing e-filing system project developments and makes recommendations on e-filing standards for courts and users.

# Knowledge, Abilities and Skills:

Ability to develop subject matter expertise on the OasisLegal XML Technical specification, the LT Court Tech E-Filing configuration manager, Full Court Enterprise Service Bus and the effective use of these tools in the implementation of the E-Filing Portal in the Montana court system.

Thorough knowledge of modern office systems technology and equipment.

Knowledge and skills to research sources of information and current developments in

office systems technology.

Ability to learn the structure and function of the Montana Judiciary.

Considerable knowledge of public relations principles and techniques.

Ability to develop considerable knowledge of project management principles.

Considerable knowledge of systems analysis to determine how a system should work and

how changes in conditions, operations and the environment will affect outcomes.

Ability to establish and maintain effective working relationships with superiors,

subordinates and officials of other state and county agencies and private businesses.

Ability to communicate, both orally and in writing and to translate technical concepts in terms understandable to non-technical groups, users of the e-filing project and employees.

Ability to identify opportunities to improve office efficiency and reduce costs.

Ability to assist in the development of project objectives and systems development.

Ability to apply project management techniques to communication and information technology projects

Ability to learn laws and policies affecting communications and information technology.

Ability to direct, supervise, and coordinate programs and activities of a project with other working groups, vendors, divisions and agencies.

Ability to systematically compile technical and statistical information and the preparation of complex technical reports.

Ability and initiative to take responsibility for the long term results of the E-Filing project for the Montana Courts.

**Working Conditions:**

Work is performed primarily in an office setting, however travel to meetings and field locations may be necessary.

**Physical Demands:**

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds*.*

**Qualifications:**

Experience or education equivalent to two years of college coursework in computer science, business or public administration, management science, or a related field.

Project management experience in the organization and development of automated business systems preferred.

If no applicants meet the desired qualifications a training assignment would be considered.

**Licensure and Certification Requirements:**

None required.