Web Administrator
CONSOLIDATED COURT AUTOMATION PROGRAMS

If you are looking for an exciting opportunity to manage the Internet and Intranet websites for the Wisconsin Court System/Wisconsin Supreme Court, you are encouraged to apply for the **Web Administrator** position. This position works directly with court offices to develop and design web content for both internal and public audiences. The Web Administrator also monitors web analytics, traffic, and user feedback to ensure functionality, efficacy, and usability. Additionally, this position is involved in layout and design of printed materials including reports, guides, flyers, and posters. Sound written communication skills and software analysis are essential, as this position is responsible for replies to inquiries from the public and support of adjacent public web applications. Entry level candidates are encouraged to apply.

LOCATION: Madison, WI, certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. The position is headquartered in Wisconsin and selected candidates may be expected to report to office locations in Wisconsin on short notice. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

SALARY: Starting salary will be in the range of $54,621 to $66,096 annually, with a State of Wisconsin benefits package.

CLASSIFICATION: Web Administrator

RESPONSIBILITIES:
1) Updates and maintains Court System Internet and Intranet websites including updates and new content development. 2) Responds to user inquires pertaining to the websites and adjacent web applications including troubleshooting and routing requests when applicable. 3) Assists with creating and publishing materials to court system stakeholders including information about software updates, court system strategic plans, and software training materials. 4) Administers third-party software and ensures effective quality assurance processes are defined and followed before entering new features or systems into production.

QUALIFICATIONS:
1) Associate's Degree in Web Design or similar field required. 2) Bachelor's Degree in Information Systems, Web Design and Development, Computer Science or similar field preferred. 3) Training and/or experience with website administration and content publishing. 4) Training and/or experience with print design and layout. 5) Experience with web analytics. 6) Expert knowledge of in Adobe Creative Suite applications. 7) Expert knowledge in HTML and CSS. 8) Knowledge of Java Script and/or jQuery. 9) Experience developing web pages that are compatible across Internet browsers (Chrome, Firefox, Safari, Microsoft Edge, and others) and testing for cross-browser compatibility. 10) Knowledge of Microsoft Office applications, accessibility standards, and Google Analytics. 11) Excellent verbal, written, and interpersonal communication skills and strong collaboration and teamwork abilities.

SPECIAL REQUIREMENTS:
1) Employment will require a criminal background check.

TO APPLY:
Please submit a cover letter and resume in a **single .pdf document** indicating the position #**22-2203-Web Administrator** to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE:
In order to be assured consideration, applications must be received by 11:59 PM on January 30, 2022. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

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