



Washington Courts Employment Opportunity

Administrative Office of the Courts

DISTANCE LEARNING PROGRAM

COORDINATOR

COURT EDUCATION SERVICES

[>Click Here for Further Information<](#)

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts 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.

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.

Job #: 2020-21
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range 64: \$67,560 — \$88,644 per year (DOQ)
Opens: July 10, 2020
Closes: July 31, 2020

The Administrative Office of the Courts wishes to recruit for a Distance Learning Program Coordinator who will design, develop, implement and support the distance learning program for Washington judicial officers and court system personnel.

POSITION PROFILE

Under the general direction of the Court Services Division Director and Court Education Services Supervisor, this position operates with considerable independence to develop, coordinate, administer, promote, and support the distance learning program for judicial officers and court system personnel throughout the State of Washington. The position coordinates activities to successfully procure, implement and administer Learning Management System software and services. Working closely with other members of the AOC court education team, faculty, and judicial officers, clerks and court administrators, the position will design and develop web-based curricula and online content.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.

REQUIRED QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in Instructional Design, Education or closely related field; **AND**

- Four years of progressively responsible experience in adult education, and
- Two years of experience administering a Learning Management System.

A combination of education and experience demonstrating expert knowledge of instructional design or distance learning systems and techniques may substitute for the experience requirements.

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.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Judicial Branch Application for Employment**

The Judicial Branch Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application 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.

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.
- Make sure your application and cover letter (if requested) directly addresses 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

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is not covered under the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate on the basis of 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 to complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Prior to 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.

MORE 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 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 for more information about Washington Courts, Compensation and Benefits.