



Washington Courts Employment Opportunity

Administrative Office of the Courts

SENIOR COURT PROGRAM ANALYST

PART-TIME (50%)

ADMINISTRATIVE SERVICES DIVISION

[>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 #: 2020-20
Status: Regular, Part-Time
Location: Olympia, Washington
Salary: Range 64: \$ 2,815 — \$ 3,693.50 per mo. (DOQ)
Opens: July 8, 2020
Closes: July 22, 2020

**(Salary reduced to reflect half-time; this position is eligible for benefits.)*

Provides leadership for diverse stakeholder groups to assist in development, implementation and evaluation of projects that increase public trust and confidence in the courts and broaden civic education of the residents of Washington.

POSITION PROFILE

This is a senior professional level job that works with minimal supervision and applies independent judgment within specified area of expertise. Work is periodically reviewed by supervisor who also provides direction/assistance on special assignments. May receive direction from senior staff on some assignments.

- Is involved actively in civic education programs.
- Develops, implements, monitors and evaluates courts' roles in educating the public about the law and in instilling public trust and confidence in the courts.

- Presents the objectives of proposed programs to the judiciary to promote acceptance and understanding of civic learning approaches; recommends implementation scheduling and sustainability options of new programs; evaluates program performance and costs of new programs.
- Coordinates development of events necessary for implementing judicially related programs; serves as liaison with personal service contractors and vendors related to program implementation
- Participates in technical assistance visits to assigned programs and courts; monitors implementation to identify needs and recommends improvements; provides independent technical assistance to courts at the direction of the designated Manager.
- Provides content and staff support to judicial, court administrative associations and civic education associations that include: Public Trust and Confidence Committee, Washington State Youth Court Association, Civic Learning Council, preparing correspondence, drafting policies and procedures, drafting budget proposals, writing grant proposals, etc. Coordinates committee activities with local courts and reports progress; Monitors legislative bills related to specific civic education and public trust and confidence issues.

Performs other duties as required.

*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 education, court administration, public administration, political science, business administration or closely allied field, **AND**
- Five (5) years of responsible experience in program development, including one (1) year in a supervisory or lead role and/or managing/directing groups or teams.

Certain positions may require a law degree in addition to the qualifications above.

Relevant experience may substitute for the required education.

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.