



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### COURT ASSOCIATION COORDINATOR

#### Office of Judicial & Legislative Relations – Court Association Support

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

The Administrative Office of the Courts (AOC) 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.

**Job #:** 2020-26

**Status:** Regular, Full-Time

**Location:** Olympia, Washington

**Salary:** Range 64: \$67,560 — \$88,644 per year (DOQ)

**Opens:** September 18, 2020

**Closes:** Open until filled; applications submitted will be reviewed on November 3, 2020.

**Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.**

***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.***

### POSITION PROFILE

Responsible for planning, implementing, monitoring and evaluating program components involving significant impact on judicial programs, to include completion of complex or highly technical major projects and objectives, on behalf of assigned trial court associations and under supervision of the Associate Director, Judicial and Legislative Relations. Provides primary staff support to one or more trial court associations, including completion of research and projects on behalf of the assigned association, staffing committees, and coordination of and attendance at board meetings.

The incumbent is an expert level professional who works independently with minimal guidance and supervision on complex issues, research and projects within assigned areas of expertise/responsibility.

Work is performed in collaboration with judicial committees, court personnel, and AOC executives and staff.

This position may coordinate the work of other professional and administrative staff assigned to perform work for trial court associations.

For more information about this job's typical job duties and responsibilities, click on this [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

## DUTIES AND RESPONSIBILITIES

Provides direct support services to judges and judicial committees; meets with committees and subcommittees to develop materials; prepares minutes, prepares draft materials for committee approval, and handles certain administrative matters as necessary.

Collaborates with, and may coordinate the work of, other senior court program analyst, court program analyst, or administrative staff assigned to the same trial court associations.

Functions as an intermediary between judicial officers, court managers and staff, and the AOC for the exchange of information and the needs for judicial programs.

Keeps AOC management apprised of projects, issues, and interests of assigned trial court associations.

Responsible for identification of potential problems and recommendations for solutions related to judicial programs.

Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects. Completes research, assessments, and provides recommendations to the designated manager or executive level staff.

Provides information, assessment, consultation, and recommendations to AOC, courts, and associations within major operational areas (i.e., court performance, budget development, court service delivery, judicial system policy) to achieve consistent, efficient and effective programs and operations.

Analyzes and evaluates proposed legislation and its probable impact upon project and program goals; prepares briefs on proposed legislation.

Performs other work as required.

### **Program Area Responsibilities (including but not limited to)**

- Prepare for and staff regular Board and committee meetings
- Draft letters and memoranda
- Analyze pending legislation for court impact
- Analyze pending court rules for court impact
- Perform legal research
- Attend annual conferences and Board retreats
- Perform follow-up and tasks requested by Board members
- Prepare budget packets
- Respond to public inquiries
- Review, create, and collaborate on educational materials when needed
- Responsible for content on webpages

### **Knowledge, Skills and Ability**

- Must demonstrate expert and proficient level knowledge, skills and abilities in the following areas:
  - Organization and implementation
  - Washington State court programs and policies once assigned
- Possesses specific skills required to perform the identified work at the expected level of performance:
  - Proficient organization and implementation skills.
  - Proficient knowledge of customer and client base related to services and support provided by the AOC.
  - Ability to understand and implement effective problem solving techniques and communication skills and methods.
  - Proficient knowledge of court administration concepts and techniques of effective program management.
- Possesses project management skills:
  - Effectively identifies potential tasks, activities, resources, and timelines necessary to achieve a clearly stated purpose.
  - Accurately assesses resources necessary to carry out plans and perceives the impact and implication of decisions made regarding resource allocations.
  - Anticipates potential problems as well as opportunities and adjusts plans accordingly.
- Understands basic concepts of collaboration among multiple teams:
  - Able to assess workload of a team and adjust accordingly.
  - Communicates with cohorts and management to achieve timely work products, address issues, and successfully implement programs and policies.
- Can be relied on to achieve excellent results with little need for direct oversight.
  - Meets productivity standards, deadlines and work schedules.
  - Accepts personal responsibility for the quality and timeliness of work.
- Clearly understands the courts' expectations and competently balances those expectations with the expectations of AOC management. Ensures that work products meet those expectations.

### REQUIRED QUALIFICATIONS AND CREDENTIALS

Law degree from an accredited college or university or degree in Public Administration, Business Administration, Political or Social Science, or similar field; **AND**

Five years of progressively responsible experience in policy, regulatory programs or enforcement, legislative analysis, court administration and/or program development, to include one year or more in a supervisory or lead role and/or managing or directing groups or teams.

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.

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A **chronological resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A **completed Judicial/AOC Application for Employment** (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)).

The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://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](mailto: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](mailto: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.**

#### ADDITIONAL 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](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation and Benefits.