



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### LEGAL SERVICES AND APPELLATE COURT SUPPORT MANAGER For the Court Services Division

**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 #:** 2021-05  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 76: \$90,888 - \$119,244 per year (DOQ)  
**Opens:** February 3, 2021  
**Closes:** Open until filled; first review of the applications will begin two weeks after the opening of this announcement. AOC reserves the right to close the recruitment at any time.

#### POSITION PROFILE

The AOC invites you to apply for the Manager of the Office of Legal Services and Appellate Court Support. This position reports to the Director for the Court Services Division and is responsible for leading legal and administrative staff in the Office of Legal Services and Appellate Court Support who provide legal analysis, materials and support for the Administrative Office of the Courts (AOC) and all levels of the judiciary in the State of Washington.

This position serves as an important legal advisor to the AOC and is responsible for providing or overseeing the AOC support for Supreme Court rule making (GR 9) and the Ethics Advisory Committee (GR 10). The Manager a member of the agency management team, providing input regarding agency and judicial branch issues, influencing policies, and working to balance the agency's mission and goals with budgeted resources.

Within the scope of responsibility, this position exercises considerable independent judgment; provides leadership; and interacts with AOC and client personnel to include regular interaction with justices of the Supreme Court, members of all levels of the judiciary, the Governor's office, legislature, state agencies, citizen groups and representatives of local and federal government.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

## REQUIRED QUALIFICATIONS AND CREDENTIALS

A Juris Doctorate degree from an accredited law school; **AND**

- Membership in good standing with the Washington State Bar Association (WSBA);
- Seven (7) years of experience as a practicing attorney or similar working environment;
- Total experience must include three (3) years of management or supervisory experience.

## THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

- Expert knowledge of Washington State law; Washington State judicial system; Washington State court rules and procedures;
- Expertise in legal writing and legal research;
- Expert knowledge of the Washington Code of Judicial Conduct and the ability to provide sound and confidential counsel to judicial officers about the application of the Code
- Working knowledge of the Washington State judicial branch entities and issues.
- Working knowledge of the Washington legislative processes, including analyzing legislation.

## 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, and relevant experience must be on the application.

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)
3. **Judicial Branch/AOC Application for Employment**
4. **Legal Writing Sample**

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 AOC. Application for Employment 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. 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.

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.
- Ensure your application and cover letter (if requested) directly address 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

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

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

**SPECIAL NOTE: Before 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 just 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.