

## Administrative Office of the Courts

### Statement of Work:

#### Court Access and Accommodations Coordinator

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### Scope of Responsibility:

- Reporting to the Court Services Manager within the Judicial Services Division, this position is responsible for support and coordination for the Washington Courts concerning disability access issues in accordance with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD).
  - Work is performed independently with decision making discretion limited to the areas of expertise.
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### Essential Activities:

- Serves as the resource expert to the Washington Courts regarding disability matters related to accessibility under the WLAD and ADA.
  - Provides expert advice and identifies resources at the state and local level by which the Washington Courts can address disability access issues in compliance with federal and state laws.
  - Provides court management with the most up to date information regarding disability access and issues.
  - Provides court management with solutions and options for disability access based upon an analytical assessment of needs, cost and available resources.
  - Provides expert advice to courts conducting assessments based on the ADA, WLAD, and other federal and state laws for individual court facilities and/or individual situational access issues.
  - Facilitates Washington Courts' access to disability access information and resource lists concerning services, accommodations, access issues and demographics, relating both to persons with disabilities and to specific court locations.
  - Assists Washington Courts to develop and implement appropriate processes to provide for the prompt and equitable resolution of requests, inquiries and complaints from court employees and the public regarding access under the WLAD and ADA.
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- Designs and participates in the development of educational programs for the court community on the provision of equal opportunity and access for persons with disabilities.
- Develops and maintains written materials and other informational tools to broadly disseminate information regarding the ADA, WLAD, other applicable federal and state laws regarding discrimination on the basis of disability, and individual court policies relating to persons with disabilities.

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### **Preferred Classification Requirements**

Candidates will have expert knowledge and/or significant experience concerning the following:

- Provisions of Titles I, II and III of the ADA and the WLAD.
- Practices and activities covered by nondiscrimination requirements of the ADA and WLAD.
- Assisting and working with persons with disabilities.
- The role and purpose of evaluation of public access to facilities, programs and services.
- Training and presentation principles and techniques.
- Critical thinking, situational analysis and problem solving with options and recommendations.
- Communication skills and ability to coordinate, mediate and implement efforts by courts to accommodate persons with disabilities.