



Washington Courts Employment Opportunity

Administrative Office of the Courts

Position: **COURT PROGRAM ANALYST -** **Minority & Justice Commission**

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

Employment Status: **Regular, Full-Time**

Location: **Olympia, Washington**

Salary: **Range 60: \$4,623 — \$6,062 mo. (DOQ)**

Opens: **June 4, 2018**

Closes: **June 22, 2018 at 5:00 p.m.**

POSITION PROFILE

The Washington State Supreme Court Minority and Justice Commission plays a unique and important role in the state, working to identify and eradicate racial, ethnic, and cultural bias in the state court system.

The Court Program Analyst for the Minority and Justice Commission will serve as the primary staff lead reporting to the Supreme Court Commissions Manager and working under the direction of the Commission’s co-chairs.

The position involves working with several justice system stakeholders in planning and executing statewide policy initiatives, educational and community events, and various other projects furthering the mission of the Commission.

Job duties include analyzing policy and providing recommendations to the Commission. Managing multiple projects and communications. Staffing Commission meetings, setting agendas, and facilitating discussions. May work on issues of intersectionality with the other Supreme Court Commissions.

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

QUALIFICATIONS AND CREDENTIALS

A Bachelor’s degree in court administration, public administration, political science, business administration or closely allied field **AND:**

- Three years of experience in court administration and/or program development.

Relevant experience may substitute for the education requirement.

THE PREFERRED CANDIDATE WILL HAVE

Below is a list of experiences that will be viewed as relevant to the position:

- Experience working on public policy issues related to the Commission’s mission;
- Experience working in the courts, with judges, or with attorneys;
- Experience working with community groups and organizations;
- A degree in law, public policy, sociology, or race and ethnic studies;
- Experience with surveys and/or data collection;
- Knowledgeable about current research on race and the courts.

ADDITIONAL INFORMATION

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

HOW TO APPLY / 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 and for you to be considered for this recruitment. Note: ALL sections of the Application must be completed. **“See resume”** is not acceptable.

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

The 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.

Our review of applications for this opportunity will begin immediately, and we may close this recruitment early if enough qualified applications are received prior to the posted closing date. If you are interested in this opportunity, your prompt application is encouraged.

The quality and completeness of the application, along with the ability to follow stated application instructions, will be considered in determining whether applicants will move to the next phase of the screening process.

All application materials must be received by 5:00 p.m. on the closing date of this posting. It is preferred applications be emailed to employment@courts.wa.gov. 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.

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 Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts (AOC) are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

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.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation and Benefits.



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