

# Washington State Supreme Court

Position Announcement  
*Olympia, Washington*

## State Court Administrator

### *About Washington Courts...*

**Washington State** is bordered on the north by the Canadian province of British Columbia, on the east by Idaho, on the south by Oregon, and on the west by the Pacific Ocean. From the coast to the lakes and rivers to scenic trails and mountain treks, basalt canyons to ancient forests, Washington offers a great variety of outdoor activities, and colorful seasons throughout the year.

Generous benefits, a team-oriented culture, and a balance of family and work life in a wonderful community are just a few of the rewards of choosing a career in the judicial branch of Washington State government.

The courts of Washington serve the public as an equal, independent branch of government, with more than 400 judges presiding at four levels: the Supreme Court, the Court of Appeals, the superior courts, and the district and municipal courts.

The State Supreme Court is located in Olympia, Washington, the State Capitol and sits directly across from the State Legislative Building in the Temple of Justice. The three divisions of the

Court of Appeals are located in Seattle, Tacoma, and Spokane. There are 32 Superior Court judicial districts serving the State's 39 Counties, with court locations in each county seat. Each county also has at least one district court location at the county seat with some district courts sitting in several locations across a county. Approximately half of the state's cities and towns have a local, independent municipal court and the other half contract with either a district court or a neighboring city to serve as their municipal court.

The Court Administrator's office is in the Temple of Justice with the Administrative Office of the Courts (AOC)'s 260 employees located at the Temple of Justice, and at the Eastside Street and Plum Street locations nearby. In addition to hearing cases, the Washington Supreme Court provides administrative support to the courts through the Administrative Office of the Courts.

The AOC works to advance the efficient and effective operations of the Washington Judicial System through its four divisions: Administration, Information Systems, Court Services and Management Services.

## **Employment opportunities within the AOC also provide:**

- *Competitive salaries and comprehensive benefits*
- *A broad range of career opportunities*
- *An opportunity to make a real difference in people's lives*

## ***About the Washington State Court Administrator Position...***

The Washington state court system is structured in a non-unified configuration which places unique responsibility on the State Court Administrator. The State Court Administrator is responsible for the management of personnel and operations in support of the functions of the state courts at all levels. Duties include inter-governmental liaison, oversight of court operations, development and implementation of policy and procedures, budget development, technology planning and information service delivery, oversight of projects, grants, contracts, and other responsibilities as required.

Reporting to the Chief Justice of the state Supreme Court, the State Court Administrator provides overall leadership to the AOC based on direction and guidance from the Supreme Court. In addition to planning, direction, and coordination of agency operations, the State Court Administrator works directly with those responsible for intergovernmental relations and communications, public information, and human resources. Decisions often require proactive intervention and have statewide or precedent setting impact which requires problem resolution skills applied in a highly visible environment.

### **Essential Activities**

- Directs the development and implementation of AOC goals, objectives and policies.
- Serves the Supreme Court as the state courts' Chief Administrative Officer.
- Serves as advocate and liaison for the judicial branch in its relations with the legislature and in that role directs the development of the legislative agenda and annual appropriation and coordinates the judiciary's testimony at numerous legislative hearings.
- Serves as liaison for the judiciary in matters involving executive branch departments and agencies.
- Provides advice and support to the trial court associations.
- Oversees innovative projects and programs that meet the diverse current and future needs of the state courts.
- Provides leadership and coordination of AOC services.
- Provides fiscal policy and direction for the judiciary's budget including audit and budget development and expenditures.
- Identifies emerging issues that may impact the courts and makes recommendations for meeting challenges.
- Coordinates with county and municipal units of government to support local courts.
- Provides appropriate public accountability through media relations and efforts designed to retain public trust and confidence in the judicial branch of government.
- Serves as an advocate for an independent judiciary.

- Provides leadership in the area of information technology. Advises the Judicial Information Systems Committee and ensures that major project initiatives receive the support necessary to drive successful implementation.
- Serves as a non-voting member of the Board for Judicial Administration, actively engaging with the Board on broad issues of state judicial branch policy and governance.
- Serves as the Supreme Court's liaison to, and works cooperatively and in concert with, the directors of other state judicial branch agencies.

### **Qualifications and Competencies**

The Washington Supreme Court is seeking a mature professional with an impressive career reputation and the energy, enthusiasm and creativity to lead the Washington Courts into the next level of success. To be considered for this position a candidate must bring the following skills and experience:

- Demonstrated leadership ability and a minimum of five years of experience managing complex organizations including leading an organization with a CEO – Board of Directors model (the Chief Justice serves in a similar capacity as a CEO and both the Supreme Court and/or the BJA operate as a Board of Directors depending upon the issues and authorities).
- Superior communication skills, including effective writing abilities.
- Advanced knowledge and understanding of the operations of state trial and appellate courts including multi-jurisdictional experience (problem-solving court approaches, case management and court performance systems, cultural diversity issues including interpreter services, domestic violence and racial and ethnic fairness).
- The responsiveness, imagination and creativity to identify the needs and issues of the courts and develop programs and services to meet them.
- Experience and ability to represent the courts publicly and to be an articulate and effective advocate for the state court community.
- The interpersonal skills to inspire, influence and motivate others including oversight of major task force or commission efforts.
- General knowledge of judicial salaries and pension systems; judicial ethics; and workload metrics.
- General knowledge of Human Resources disciplines – organizational structure, employment law compliance, classification, compensation, staffing, performance management, employee development, and employee relations and engagement.
- Prior experience in an organizational leadership role that involves setting strategic direction, engaging multiple stakeholders; previous experience with a governing board is preferred.
- Proven ability to recruit, develop and manage a diverse professional staff.
- Experience in public sector budgeting; legislative experience preferred.
- General knowledge and substantial experience related to the management of technology professionals and major technology operations and projects. Proven ability to effectively promote and support an overarching information technology business strategy.

***A minimum of a Bachelor's degree from an accredited college or university is required.***

***An advanced degree in business administration, judicial administration, public administration, law, or related discipline, or ICM Fellowship is preferred.***

## **Salary**

The Washington State Court Administrator position serves at the pleasure of the Washington State Supreme Court. The salary range for this position is \$150,000 - \$165,000 per year.

## **Benefits**

- A choice of several medical and dental plans is available. Employer contributions to premiums make high-quality medical coverage affordable. Dental premiums are fully-paid.
- An excellent retirement plan, which includes employer contributions and an option to make additional, tax-deferred retirement investments.
- Leave benefits include paid vacation and sick leave, 11 paid holidays per year, paid leave for jury or other civil duties, and leave for military service.
- Other possible benefits include options to participate in a health care flexible spending account, a dependent care assistance program, and an employee assistance program.

## **Application Information**

This position is open until filled. However, for earliest consideration, expressions of interest should be received by August 20, 2018. This is a confidential recruitment and references will not be contacted until mutual interest has been established. Submissions should include a letter of interest addressing the qualifications for the position, a comprehensive resume with current salary, and professional references. Please submit to:

**Administrative Office of the Courts  
Attention: Human Resources  
P.O. Box 41170  
Olympia, WA 98504-1170**

**Or via email to  
[Employment@courts.wa.gov](mailto:Employment@courts.wa.gov)**

***The Washington Supreme Court is  
an Equal Opportunity Employer***