



# Washington Courts Employment Opportunity

Administrative Office of the Courts

## COURT PROGRAM ANALYST – Tribal State Court Consortium Project / Part-Time

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

Employment Status: **Project, Part-Time**

Location: **Olympia, Washington**

Salary: **Range 60: \$2,404 — \$3,153 mo. (DOQ)**  
(Salary adjusted for Part-Time status; this position is benefits eligible.)

Opens: **March 5, 2019**

Closes: **March 29, 2019 at 5:00 p.m.**

Duration: *The expected duration of this position is March 2019 through December 2021.*

### POSITION PROFILE

This position reports to the Administrative Manager of the Supreme Court Commissions and will be working closely with the Tribal State Court Consortium (TSCC). The TSCC is a joint effort between state and tribal court judicial officers and other judicial branch members to expand communication and collaboration between the two groups. The TSCC provides a forum where the judges can discuss jurisdictional issues, gaps in services, and ways to develop partnerships between state and tribal courts.

Information about the TSCC can be found here:  
<https://www.courts.wa.gov/?fa=home.sub&org=tsc&page=main>

The role of the Court Program Analyst will include planning, coordinating, conducting and facilitating meetings with key stakeholders; gathering and analyzing tribal court and state court processes and procedures as they relate to domestic violence protection orders; develop education for stakeholders; and produce reports. The analyst will work closely with the two TSCC co-chairs, a judge representative from the state court and one from the tribal courts.

The Court Program Analyst will also work collaboratively with staff from the Minority and Justice Commission and the Gender and Justice Commission.

*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](http://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.*

### PREFERRED / DESIRED QUALIFICATIONS

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

- Direct experience working with Tribes;
- Experience working on policy issues related to Tribes and Tribal Courts;
- Experience working in the courts, with judges, or with attorneys;
- Experience working with community groups and organizations;
- A degree in tribal law/policy or governance, public policy, sociology, or race and ethnic studies;
- Experience with surveys and/or data collection; and
- Experience working on domestic violence and/or sexual assault issues.

### ADDITIONAL INFORMATION

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

## HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. 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](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

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](mailto: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.

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*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](mailto: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.

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.



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