



Administrative Office of the Courts

COURT PROGRAM ANALYST

Primary Purpose

Manages participation of diverse stakeholder groups in development, implementation and evaluation of changes to court processes, practices, and staffing to improve the efficiency/effectiveness and integrity of court operations as well as enhance consumer experiences and outcomes.

Distinguishing Characteristics

This is a professional level job that works with minimal supervision and applies independent judgment within specified area of expertise. Work is periodically reviewed by supervisor who also provides direction/assistance on special assignments. May receive direction from senior staff on some assignments.

Duties and Responsibilities

Develops, implements, monitors and evaluates court program components involving significant impact on judicial policy and procedure.

Manages the study of existing court administrative procedures that involves designing and analyzing alternative management techniques and estimating the statewide impact of implementing proposed change(s).

Presents the objectives of proposed alternative procedures to the judiciary to promote acceptance and understanding; recommends implementation scheduling of new program; evaluates program performance and costs of new administrative techniques.

Coordinates development of forms, legislation, and court rules necessary for implementing judicially related programs; serves as liaison with personal service contractors and vendors related to program implementation

Participates in technical assistance visits to assigned programs and courts; monitors implementation to identify needs and recommends improvements; provides independent technical assistance to courts at the direction of the designated Manager.

Provides staff support to judicial and court administrative associations that include: preparing correspondence, drafting policies and procedures, drafting budget proposals, writing grant proposals, etc. Coordinates committee activities with local courts and reports progress; Monitors legislative bills related to specific judicial associations or committees.

Performs other duties as required.

Key Competencies

Agency values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Ability

- Ability to understand customer expectations and deliver work products meeting those expectations.
 - Ability to earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions
 - Communication skills both orally and in writing
 - Ability to form effective goals, objectives, timelines, action plans and solutions
 - Ability to prioritize and effectively manage time in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work
 - Analysis, evaluation, and efficient development of recommendations and options
 - Ability to multi-task and effectively work on multiple projects simultaneously
 - Knowledge and understanding of the interaction and mission of interested groups, boards, committees & judicial staff regarding services/support provided by AOC
 - Knowledge and understanding of the justice system with specific focus on the Washington State court system; laws, procedures, and practices within appellate courts and courts of limited and general jurisdiction; trends in court administration
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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.

SALARY RANGE: 60

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

1/18 Salary Revised, 9/14 Revised

01/10 Revised Scope, Activities and Competencies; 4/06 New JD Format

6/05 Revised includes Core Competencies; 9/98 Revised Title/Duties/Range; 2/94 Revised