

Diversity Team Lead

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Where is AOC Located?

The Administrative Office of the Courts 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 2 hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

POSITION: Diversity Team Lead (Senior Court Program Analyst)

SALARY: \$54,504 TO \$71,496 per year DOQ

LOCATION: Olympia, Washington

OPENS: July 12, 2013

CLOSES: Open Until Filled

Senior Court Program Analyst Job Overview

- Under the direction of the Court Services Manager, plan, implement, monitor, and evaluate program components and policy development related to issues surrounding gender and minority bias within the court system.
- Work is performed at a professional level with the expectation of independent judgment and decision making as directed by management or executive level staff, and demonstration of appropriate mentorship, role modeling, and technical expertise.
- May direct and review the work of other staff.

Key Responsibilities

- Provide primary staff support to the Gender and Justice Commission and the Minority and Justice Commission including working with the Chairs in developing work plans, establishing outcomes, and prioritizing activities of the Commissions.
- Oversee outreach to other entities addressing diversity and inclusion.
- Manage inter-jurisdictional, comprehensive programs and/or policy development. Identify emerging issues, oversee research and assessments, and provide recommendations to the Chairs and Commissions.
- Identify opportunities for education for the courts and work with professional education staff to develop programs.
- As lead for the diversity team, mentor other Commission staff members, oversee committee assignments, and identify training opportunities.
- Identify sources of funding, write grant proposals, and oversee budgets.
- Be familiar with research models and attendant technology and terminology.

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- Benefits:**
- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
 - Vacation leave
 - Sick leave
 - Shared leave
 - Family – Medical Leave
 - Military and Civil leave
 - Eleven paid holidays per year
 - A state retirement plan
 - Deferred Compensation Program
 - Deferred College Tuition Program (GET)

Send materials to:
 Submit materials by email, fax, or postal service to:
 Washington State Administrative Office of the Courts
 Attention Human Resources Office
 1206 Quince St SE
 P.O. Box 41170
 Olympia, WA 98504-1170

email: Employment@courts.wa.gov
 or fax 360-586-4409.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Erica Munro, AOC Human Resource Office, at (360) 705-5286 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 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.

- Key Responsibilities (continued)**
- Analyze and evaluate proposed legislation and its probable impact on project and program goals; prepare briefs on proposed legislation.
 - Perform other duties as assigned.

- Qualifications**
 A Bachelor’s degree in social work, public administration, political science, or closely allied field **AND:**
- Five years of progressively responsible experience in policy and/or program development to include one year or more in a lead role.

- The preferred candidate will have:**
- Experience working with an organization that addresses policy issues related to the criminal justice system or issues surrounding gender and minority bias.
 - Experience in leading teams and mentoring staff.
 - Experience in grant writing, procurement, and monitoring.
 - Experience staffing diverse committees or commissions.
 - A commitment to the missions of the Gender and Justice Commission and the Minority and Justice Commission and will bring a professional and entrepreneurial spirit to the position.

Travel around the state will be required, including overnight. Out of state travel may occasionally be required.

Demonstration of relevant experience may substitute for education requirement.

- To be considered for this position, please submit:**
- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
 - A chronological resume including: dates and total months/years in each position held for each previous employer.
 - [Completed AOC application form.](#)

Application materials will be screened for the purposes of determining who will be selected for an interview.