

Diversity Team Lead (Sr. Court Program Analyst) [> Click Here for Further Information <](#)



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 two 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 (Sr. Court Program Analyst)

SALARY: \$57,240 TO \$75,084 / per year DOQ

LOCATION: Olympia, Washington

OPENS: October 25, 2013

CLOSES: November 8, 2013

Diversity Team Lead Job Overview

- Under the direction of the State Court Administrator, plan, implement, monitor, and evaluate programs related to issues of gender and/or minority bias within the court system.
- Develop and implement policy addressing issues of gender and/or minority bias within the court system.
- Perform work at a professional level exercising independent judgment and decision making as directed by the State Court Administrator; demonstrate appropriate mentorship, role modeling, and technical expertise.
- Direct and review the work of other staff.
- Travel around the state will be required, including overnight. Out of state travel may occasionally be required.

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 vision and strategic plans, establishing outcomes, and prioritizing activities of the Commissions.
- Collaborate with other community and national organizations 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.
- 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)

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 Colleen Clark, AOC Human Resources 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 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.
- One year experience coordinating the work of a team, including professional and administrative staff.
- Three or more years of experience working with an organization that addresses issues related to the criminal justice system or issues surrounding gender and minority bias.

The preferred candidate will have:

- Experience in grant writing, procurement and monitoring.
- Experience concurrently staffing multiple 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.

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.](#)

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