

Budget & Fiscal Note Analyst

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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 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:** Budget & Fiscal Note Analyst
- SALARY:** \$61,632 TO \$80,892 / per year DOQ
- LOCATION:** Olympia, Washington
- OPENS:** October 31, 2013
- CLOSES:** November 15, 2013

Scope of Responsibility

Responsible for planning, implementing, monitoring and evaluating program components related to estimating the impact of legislation on the courts and AOC. Identifies needed areas of budget information improvement; designs and implements projects in response to needs.

Provides planning and budget input for the Judicial Branch. Works with agency revenue forecast staff to develop and enhance alternate revenue forecast models. Provides forecast analysis for expenditures and revenue to agency management and to the legislature.

Reports to the Comptroller in the Management Services Division. Coordinates fiscal note responsibilities and legislative interactions with the Associate Director, Judicial and Legislative Relations. Interacts with judges, agency management, AOC staff, staff assigned to manage specific projects, the county clerks and clerks' staff, court administrators, and administrators' staff. Provides information to legislative staff, legislative committees, Office of Financial Management staff (OFM) and other state agencies as appropriate for revenue and expenditure information.

Essential Activities

- Primary responsibility for the preparation of fiscal notes and decision packages. Analyzes and evaluates proposed legislation and its probable impact upon project and program goals.
- Coordinates responses for fiscal notes to the legislative staff. Prepares briefing documents that describe the impact of proposed legislation. Coordinates information for fiscal note requests. Performs complex computations for fiscal note preparation for the courts and AOC.
- Reviews and coordinates the work of AOC staff, court personnel and others involved in the successful completion of fiscal notes and decision packages.
- Periodically surveys courts regarding local and state funding.

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AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

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 Resource 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.

Essential Activities (continued)

- Assesses revenue proposals such as adjusting costs, fees, and assessments using inflation factors, other states' information, etc. Assesses the consistency and reliability of budget data as it is used in end user procedures and reporting requirements. Leads efforts to improve or maintain fiscal note data quality.
- Represents the AOC in meetings with court personnel, clients and government agencies on issues regarding budget and fiscal forecast.

Key Competencies

Specific skills required to perform the identified work at the expected level of performance.

- Expert organization and implementation skills.
- Expert ability to understand and implement effective problem solving techniques and communication skills and methods.
- Expert knowledge of the statewide budget and accounting systems used by AOC.
- Expert knowledge of state government, laws and legislative process.

See Job Description for further information.

Qualifications

A Bachelor's degree of business administration, public administration or closely allied field; **AND:**

- Eight year's work experience in financial management or budgeting in a government agency. 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; and
- A list of three professional references from different employers (current and past supervisors preferred).
- [Completed AOC application form.](#)