

**Court Association Coordinator**

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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:** Court Association Coordinator
- SALARY:** \$57,240 TO \$75,084 per year DOQ
- LOCATION:** Olympia, Washington
- OPENS:** November 18, 2013
- CLOSES:** December 6, 2013

Scope of Responsibility

- Responsible for planning, implementing, monitoring and evaluating program components involving significant impact on judicial programs, to include completion of complex or highly technical major projects and objectives, on behalf of an assigned trial court association and under the supervision of the Office of Trial Court Services and Judicial Education.
- 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.
- Provides primary staff support to one or more trial court associations.
- Supervises and/or directs and reviews the work of other professional or administrative staff.

Essential Activities

- Provides primary staff support to the District and Municipal Court Judges Association (DMCJA) and backup support to the District and Municipal Court Managers Association (DMCMA). Work includes completion of research and projects on behalf of the association, staffing committees, and coordination of and attendance at board meetings.
- Provides information, assessment, consultation, and recommendations to AOC, courts, and associations within major operational areas (i.e., court performance, budget development, court service delivery, judicial system policy) to achieve consistent, efficient and effective programs and operations.
- Analyzes and evaluates proposed legislation and its probable impact upon project and program goals; prepares briefs on proposed legislation.
- Coordinates the work of any senior court program analyst, court program analyst, or administrative staff assigned to the same trial court associations.
- Functions as an intermediary between judicial officers, court managers and staff, and the AOC for the exchange of information and the needs for judicial programs.

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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](mailto: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)**

- Keeps AOC management apprised of projects, issues, and interests of assigned trial court associations.
- Responsible for identification of potential problems and recommendations for solutions related to judicial programs.
- Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects. Completes research and assessments, and provides recommendations to the designated manager or executive level staff.
- Conducts confidential investigations that may result in civil, criminal, and administrative actions, as well as judgments, sanctions or other decisions adverse to a regulated person or organization.

**Key Competencies**

- Must demonstrate expert and proficient level knowledge, skills and abilities in the following areas:
  - Organization and implementation
  - Washington State court programs and policies
- Possesses project management skills.
- Understands basic concepts of team supervision.
- Can be relied on to achieve excellent results with little need for direct oversight.

*Please refer to the job description for further information.*

**Qualifications**

Bachelor degree in court administration, public administration, political science or closely allied field **AND**

- Five years of progressively responsible experience in court administration and/or program development, to include one year or more in a supervisory or lead role and/or managing or directing groups or teams.
- A Juris Doctorate or Masters of Public Administration degree may substitute for up to three years of court administration/program development experience.

**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.](#)