



## *Administrative Office of the Courts*

### **COURT ASSOCIATION COORDINATOR**

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#### **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.
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#### **Essential Activities**

- Provides primary staff support to one or more trial court associations. Work includes completion of research and projects on behalf of the assigned association, staffing committees, and coordination of and attendance at board meetings.
- 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.
- 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, assessments, and provides recommendations to the designated manager or executive level staff.
- 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.
- 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.

- Performs other work as assigned.
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### 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 specific skills required to perform the identified work at the expected level of performance:
    - Proficient organization and implementation skills.
    - Proficient knowledge of customer and client base related to services and support provided by the AOC.
    - Proficient knowledge and understanding of the interaction and mission of the trial court associations.
    - Ability to understand and implement effective problem solving techniques and communication skills and methods.
    - Proficient knowledge of court administration concepts and techniques of effective program management.
  - Possesses project management skills:
    - Effectively identifies potential tasks, activities, resources, and timelines necessary to achieve a clearly stated purpose.
    - Accurately assesses resources necessary to carry out plans and perceives the impact and implication of decisions made regarding resource allocations.
    - Anticipates potential problems as well as opportunities and adjusts plans accordingly.
  - Understands basic concepts of team supervision:
    - Able to assess workload of a team and adjust accordingly.
    - Communicates with cohorts and management to achieve timely work products, address issues, and successfully implement programs and policies.
  - Can be relied on to achieve excellent results with little need for direct oversight.
    - Meets productivity standards, deadlines and work schedules.
    - Accepts personal responsibility for the quality and timeliness of work.
    - Clearly understands the courts' expectations and competently balances those expectations with the expectations of AOC management. Ensures that work products meet those expectations.
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### Qualifications and Credentials

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.

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**SALARY RANGE: 64**

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- 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).

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