



# Washington Courts Employment Opportunity

Administrative Office of the Courts

## TRAINING COORDINATOR

(Senior Court Program Analyst)

>[Click Here for Further Information](#)<

Employment Status: **Regular, Full-Time**

Location: **Olympia, Washington**

Salary: **Range 64: \$5,466 — \$7,172 mo. (DOQ)**

Opens: **July 12, 2019**

Closes: **July 29, 2019 at 5:00 p.m.**

### POSITION PROFILE

Reporting to the Guardianship & Elder Services in the Courts Manager, this is a senior professional level job that works with minimal supervision and applies independent judgment and decision making.

The position will be training and educating the legal community and others on the new Uniform Guardianship Act, assist in comparative analysis of new legislation, develop training materials, community outreach, and provide training opportunities throughout the state.

This position will review the current web-based lay guardianship training and develop content to update the web-based training to align with the Uniform Guardianship Act.

This position will analyze new legislation that impacts guardianship. This position will work closely with staff and the Certified Professional Guardianship Board on recommendations for updating regulations and rules. This position will update training materials as new rules, regulations, and legislative amendments are enacted.

This position will also work closely with agency partners to advance guardianship training programs, classes, and trainings.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** attached to this Announcement. Or at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts and the Announcement.*

### QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in court administration, public administration, political science, business administration or closely allied field, **AND**

Five (5) years of responsible experience in court administration and/or program development, including one (1) year in a supervisory or lead role and/or managing/directing groups or teams.

*Relevant experience may substitute for the required education.*

### PREFERRED / DESIRED QUALIFICATIONS

- A Juris Doctor or Master's Degree;
- Experience working in the courts, with judges, or with attorneys;
- Experience working with community groups and organizations;
- Ability to manage multiple projects;
- Have the ability for overnight travel around the state; and
- Familiarity with RCW 11.88, RCW 11.92, and RCW 26.10.

### ADDITIONAL INFORMATION

- ◆ 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).

### HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the

next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed. **“See resume”** is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**

The Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

All application materials must be received by 5:00 p.m. on the closing date of this posting. It is preferred applications be emailed to [employment@courts.wa.gov](mailto:employment@courts.wa.gov). You can also mail your materials to Administrative Office of the Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted.

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*The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. 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:**

Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

**MORE INFORMATION ABOUT AOC**

The Administrative Office of the Courts (AOC) 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.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation and Benefits.



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