

**JOB #2014-022-M4**

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**Judicial Branch Risk Management and Public Records Officer**



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.

**JOB NUMBER:** 2014-022-M4

**POSITION:** Judicial Branch Risk Management and Public Records Officer

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

**LOCATION:** Olympia, Washington

**OPENS:** June 11, 2014

**CLOSES:** June 30, 2014

**If you have applied for a Risk Management position with the Administrative Office of the Courts within the last year, you do not need to reapply.**

Position Profile

- Coordinates risk management functions for the AOC to include the specific areas of public records, records management, business continuity, and other areas as assigned by the Management Services Division Director.
- Provides consultation and assistance to judicial branch agencies and state courts related to the identified areas of risk management, administrative public records, record management and continuity of operations.
- Develops and maintains statewide information and education regarding administrative public records, continuity of operations and risk management for use by AOC and judicial branch agencies.
- Reports to the Management Services Division Director and is responsible for the planning and development of agency risk management best practices, policies, protocols, and standards in the assigned areas.
- Provides recommendations to the Director of the Management Services Division regarding agency compliance with industry standards, Supreme Court rules, best practices and state and federal statutes in the areas of public records, records management, and business continuity.
- Work is performed independently in the assigned areas of expertise as defined by the Management Services Division Director. Represents the agency in the assigned areas to the court community, public, and other constituents.
- Provides Supreme Court rule and statutory interpretation services to the AOC and judicial branch agencies in the areas of administrative public records, continuity of operations and risk management.

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**AOC Offers...**

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System;
- 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)

**Essential Activities**

- Upon request provides agency with strategic and tactical direction related to risk management in the assigned areas to minimize exposure and liability.
- Plans, develops, implements, oversees, and evaluates business practices, policies, protocols, and standards related to public records, records retention and general records management, business continuity, and other identified areas of risk management.
- Responsible for tracking and reporting issues related to state and federal legislation, court rules, regulations, and other authorities related to the identified areas of risk management.
- Upon request develops budget estimates for assigned areas of risk management.
- Represents the agency in planning and coordinating with other organizations in the identified areas of risk management.
- Provides consultation and assistance to judicial branch agencies and state courts related to the identified areas of risk management.
- Provides consultation and assistance to judicial branch agencies and state courts related to administrative public records and continuity of operations.

**Key Competencies**

Must demonstrate proficient knowledge, expertise and abilities in the following areas:

- Principles, methods, and techniques of public administration, budgeting, and management.
- Set strategic and tactical direction, lead in crisis management situations, manage change, and implement organizational vision.
- Creative thinking while maintaining focus, intensity, and persistence in solving problems.
- Address politically sensitive issues with key decision-makers.
- Commitment to effective communication and collaboration with a wide range of stakeholders within the judicial branch and outside the judicial branch of government, including officials in the legislative and executive branches. Ability to communicate and present information to all levels of audiences.
- Developing effective professional networks.
- Assess risk factors and analyze impacts related to identified areas of risk management.
- Working knowledge of Washington statutes, court rules, case law, regulations, policies, and procedures related to public records, records management, business continuity, and general risk management.

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*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.**

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**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](mailto: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.

**Key Competencies (continued)**

- Working knowledge of legal research. Demonstrated ability to formulate and understand complex legal issues; conduct legal research thoroughly and efficiently; interpret and apply statutes, court rules, case law, and other authority; and draw conclusions regarding areas of law.

Establish effective and respectful working relationships with the media, public, court community, employees of the AOC, and other organizations.

**Qualifications**

Bachelor's degree in business administration, public administration, or related field; **AND**

- Five (5) years senior level project/program management experience, public records and/or risk management experience.
- Certification in risk management, business continuity, or related field.

**Desirable qualifications** include:

- A law degree
- Experience that involves coordinating multi-disciplinary functions for an organization, interacting with policy and senior management level staff, and collaborating on inter- and intra-organizational activities.

**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 describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, education, and salary information;
- A completed AOC Application for Employment;
- **Two writing samples:** one sample of a general correspondence and one sample of a report or analysis;
- A list of three professional references from different employers (current and past supervisors preferred).

**Failure to submit the required materials listed above may eliminate your application from consideration.**