



Administrative Office of the Courts

RISK MANAGEMENT AND PUBLIC RECORDS OFFICER

Scope of Responsibility

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.

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.

Performs other work as assigned.

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.

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 and Credentials

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.

SALARY RANGE: 64

- 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).

Revised (including salary) 6/14
Salary Revised 5/08
Revised 9/07
Established 1/07