

**JOB #2014-031-J7**

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**Legal Services and Appellate Court Support Manager**



**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: 2014-031-J7**

**POSITION:** Legal Services and Appellate Court Support Manager

**SALARY:** \$75,084 TO \$98,580 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** August 14, 2014

**CLOSES:** September 5, 2014

**Position Profile**

- Reports to the Director for the Judicial Services Division and is responsible for the oversight and delivery of legal and administrative staff support for the Administrative Office of the Courts (AOC) and judiciary. Serves as legal advisor to the AOC.
- Responsible for management, organization and direction of the activities of the Office of Legal Services and Appellate Court Support.
- Provides legal staff to the Supreme Court Rules Committee and the Ethics Advisory Committee.

**Essential Activities**

- Assists the AOC in duties set forth in GR 9 (Supreme Court Rule Making) and GR 10 (Ethics Advisory Committee).
- Researches, analyzes, and drafts legal advisory memoranda for the AOC and Supreme Court.
- Researches, analyzes, and drafts judicial ethics opinions; coordinates and prepares materials for biannual judicial candidate forum and is a resource for the judiciary in the area for judicial ethics.
- Supervises the work of legal analysts in assigned areas.

**Legal Services and Appellate Court Support Manager**

**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 (continued)**

- Supervises and coordinates the review of statewide court rules and makes recommendations to the Rules Committee for Supreme Court consideration; includes review and comment, research or redrafting of proposed rule changes.
- Serves as liaison and confers with the Washington State Bar Association (WSBA) with regard to rule development and comment; coordinates publication with the Reporter of Decisions and Supreme Court Clerk.
- Coordinates the development and implementation of statewide publication priorities for pattern forms, bench books, procedures manuals, pattern jury instructions, and special projects.
- Coordinates legal assistance in development and review of legislation for the judiciary, as requested by the AOC.

**Key Competencies**

- Expert knowledge of: Washington State law; Washington State judicial system; Washington State court procedures; legal writing techniques; legal research techniques and resources; management principles, procedures, and practices.
- Ability to work independently and with others; interpret and apply court rules; understand complex legal issues; use good judgment in evaluating situations; maintain confidentiality; communicate effectively, orally and in writing; perform legal research thoroughly and efficiently; develop and maintain working knowledge of significant legal problems and trends; supervise and edit the work of other attorneys; establish and maintain effective relationships with the justices of the Supreme Court, court personnel, legal community, and others.
- Ability to exercise judgment and make timely, sound strategic decisions and recommendations consistent with organizational objectives. Ability to think critically in decision-making and problem solving situations.

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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.

Application materials will be screened for the purposes of determining who will be selected for an interview.

**Key Competencies (continued)**

- Possession of expert knowledge of the organization and operation of Washington State court system.
- Utilizes strategic and interpersonal leadership skills and abilities to mutually interpret and represent interests of the AOC; plan work efficiently; observe and evaluate program performance; and establish and maintain effective working relationships with governmental and court officials at all levels such as judges, clerks, court administrators, legislators, etc.
- Ability to consistently communicate effectively both orally and in writing. Demonstrable experience in developing communications materials with proficiency in research and written composition as well as delivering information through presentations.

**Qualifications**

Juris Doctorate degree from an accredited law school **and**

- Membership in good standing with the Washington State Bar Association (WSBA);
- Seven (7) years of experience as a practicing attorney or similar working environment;
- Total experience must include three (3) years of management or supervisory 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.](#)

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

**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.