



Administrative Office of the Courts

LEGAL SERVICES AND APPELLATE COURT SUPPORT MANAGER

Scope of Responsibility

- 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.
 - Within the scope of responsibility, exercises independent judgment; provides leadership; and interacts with AOC and client personnel to include members of the courts, Governor's staff, legislators, state agencies, citizen groups and representatives of local and federal government.
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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.
- Prepares documents for en banc Supreme Court administrative conference as required; drafts orders for the Court and Chief Justice as required.
- Drafts correspondence and memoranda for the signature of the Supreme Court Rules Committee chair and Chief Justice on a variety of legal issues.
- Acts as liaison to law clerks on legal and ethics issues and information related to the AOC.

Essential Activities (Continued)

- 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.
- 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.
- Approves and recommends human resource functions and activities for the section.
- Prepares and monitors the Legal Services Section budget.
- Coordinates the development and implementation of statewide publication priorities for pattern forms, bench books, procedures manuals, pattern jury instructions, and special projects.
- Supervises processing of local court rules as specified in GR 7 including collection, filing, and dissemination of local court rules; provides staff support to the Supreme Court's Local Rules Coordinating Committee.
- Responsible for internal procedures for wiretap reports (as specified by RCW Chapter 9.73) including collection, filing, and annual reporting.
- Assigns staff and reviews analysis of legal issues for the AOC.
- Coordinates legal assistance in development and review of legislation for the judiciary, as requested by the AOC.
- Performs other duties as assigned.

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.
- Demonstrable experience planning, organizing and directing the work of others utilizing supervisory techniques such as interviewing, counseling, motivation, etc.
- Possession of expert knowledge of the organization and operation of Washington State court system.
- Professional knowledge of the principles and techniques of effective program and project management.
- 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 and Credentials

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

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

SALARY RANGE: 75

- 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).

8/14 Revised
10/13 Revised Salary Range
9/98 Revised Salary Range
1/94 Revised
8/88 Salary Revised