



Administrative Office of the Courts

COURT ASSOCIATION COORDINATOR

Primary Purpose

Responsible for planning, implementing, monitoring and evaluating program components involving significant impact on judicial programs, to include completion of complex or highly technical major projects and objectives, on behalf of assigned trial court associations and under supervision of the Associate Director, Judicial and Legislative Relations. Provides primary staff support to one or more trial court associations, including completion of research and projects on behalf of the assigned association, staffing committees, and coordination of and attendance at board meetings.

Distinguishing Characteristics

Reporting to the Associate Director, Legislative and Judicial Relations, this is an expert level job that works independently on complex issues, research and projects within assigned areas of expertise/responsibility. Interacts regularly with other AOC executives and staff, judicial committees, judges and court personnel.

This position is an expert level professional who works independently with minimal guidance and supervision on complex issues, research and projects within assigned areas of expertise/responsibility. Work is performed in collaboration with judicial committees, court personnel, and AOC executives and staff. This position may coordinate the work of other professional and administrative staff assigned to perform work for trial court associations.

Duties and Responsibilities

- Provides direct support services to judges and judicial committees; meets with committees and subcommittees to develop materials; prepares minutes, prepares draft materials for committee approval, and handles certain administrative matters as necessary.
- Collaborates with, and may coordinate the work of, other senior court program analyst, court program analyst, or administrative staff assigned to the same trial court associations.
- Functions as an intermediary between judicial officers, court managers and staff, and the AOC for the exchange of information and the needs for judicial programs.
- Keeps AOC management apprised of projects, issues, and interests of assigned trial court associations.

- Responsible for identification of potential problems and recommendations for solutions related to judicial programs.
- Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects. Completes research, assessments, and provides recommendations to the designated manager or executive level staff.
- Provides information, assessment, consultation, and recommendations to AOC, courts, and associations within major operational areas (i.e., court performance, budget development, court service delivery, judicial system policy) to achieve consistent, efficient and effective programs and operations.
- Analyzes and evaluates proposed legislation and its probable impact upon project and program goals; prepares briefs on proposed legislation.
- Performs other work as required.

Key Competencies

Agency Values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication
- Must demonstrate expert and proficient level knowledge, skills and abilities in the following areas:
 - Organization and implementation
 - Washington State court programs and policies once assigned
- Possesses specific skills required to perform the identified work at the expected level of performance:
 - Proficient organization and implementation skills.
 - Proficient knowledge of customer and client base related to services and support provided by the AOC.
 - Ability to understand and implement effective problem solving techniques and communication skills and methods.
 - Proficient knowledge of court administration concepts and techniques of effective program management.
- Possesses project management skills:
 - Effectively identifies potential tasks, activities, resources, and timelines necessary to achieve a clearly stated purpose.
 - Accurately assesses resources necessary to carry out plans and perceives the impact and implication of decisions made regarding resource allocations.
 - Anticipates potential problems as well as opportunities and adjusts plans accordingly.
- Understands basic concepts of collaboration among multiple teams:
 - Able to assess workload of a team and adjust accordingly.

- Communicates with cohorts and management to achieve timely work products, address issues, and successfully implement programs and policies.
- Can be relied on to achieve excellent results with little need for direct oversight.
 - Meets productivity standards, deadlines and work schedules.
 - Accepts personal responsibility for the quality and timeliness of work.
 - Clearly understands the courts' expectations and competently balances those expectations with the expectations of AOC management. Ensures that work products meet those expectations.

Qualifications and Credentials

Law degree from an accredited college or university or degree in Public Administration, Business Administration, Political or Social Science, or similar field; **AND**

Five (5) years of progressively responsible experience in policy, regulatory programs or enforcement, legislative analysis, court administration and/or program development, to include one (1) year or more in a supervisory or lead role and/or managing or directing groups or teams.

Relevant experience may substitute for the required education.

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 by the Fair Labor Standards Act (FLSA).

09/2020: Revised; 01/2018: Revised; 08/2017: Revised; 10/2013: Established