



## *Administrative Office of the Courts*

### **LEGAL SERVICES SENIOR ANALYST**

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#### **Primary Purpose**

Provides expert legal consultation/advice and performs legal writing and editing related to the business operations of the Administrative Office of the Courts.

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#### **Distinguishing Characteristics**

Reporting to the Legal Services and Appellate Court Support Manager, this is an expert level job that works independently with minimal guidance and supervision. Exercises broad decision making authority within the area of responsibility and expertise defined and directed by the LS&ACS Manager. Interacts regularly with AOC staff, judicial committees and court staff.

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#### **Duties and Responsibilities**

- Provides legal analysis on issues affecting the business operation of AOC.
- Provides legal and administrative staff support to judicial committees; meets with committees and subcommittees to develop materials; records minutes and handles administrative matters for the committee.
- Works with judicial committees to develop bench books and manuals; records minutes, prepares a detailed outline of the publication for committee approval, and develops comprehensive work plan for the development and publication of bench books and manuals; assists in preparation of budget for publications.
- Writes and edits bench book and manual drafts; prepares manuscript for final publication; plans, coordinates, edits, and writes updates to bench books and manuals.
- Coordinates the distribution and review of materials by judges and other experts; prepares status reports and other information on publications and special projects.
- Researches court rules, statutes, and case law relative to forms, jury instructions, potential court rules, legislation, and publications.
- Assists in development and review of legislation for the judiciary, as requested by the State Court Administrator and judicial committees; may serve as a member of the legislative team; attends legislative hearings as required.
- Makes presentations on legal topics to Administrative Office of the Courts staff, court personnel, and members of the Washington State Bar Association (WSBA).

- Responds to legal information requests from judges, court staff, and other constituents.
  - Performs other duties as required.
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### **Key Competencies**

#### **Agency values:**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

#### **Behavioral Competencies:**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

#### **Knowledge, Skills and Abilities:**

- Ability to earn the trust, respect, and confidence of coworkers and clients through consistent honesty, forthrightness and professionalism in all interactions
- Ability to establish and maintain professional business relationships with committees, the judiciary and court personnel
- Communication skills both verbally and in writing
- Ability to form effective goals and achieve them through the use of objectives, timelines, action plans and solutions
- Anticipates potential problems and opportunities; adjusts plans based on input
- Ability to prioritize and effectively manage time and resources in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work; attention to detail
- Ability to identify, analyze, and resolve problems in a consultative process bringing problems and recommendations for solutions
- Ability to multi-task and effectively work on multiple projects simultaneously
- Knowledge of the Washington State court system, criminal and civil procedures and substantive criminal and civil law.
- Knowledge of legal research techniques including electronic and methods of effective, creative legal writing, techniques of editing and preparation of memoranda, court rules and materials for publication
- Skill in legal analysis and the subsequent formulation of issues
- Ability to conduct legal research and draw conclusions based on points of law
- Knowledge of the WA State legislative system; ability to formulate draft legislation
- Ability to gain and utilize knowledge of internal and external protocol
- Consults with and keeps appropriate staff informed on specific work assignments

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### Qualifications and Credentials

A Juris Doctorate degree from an accredited school of law; **AND**

- Membership in good standing with the Washington State Bar Association
- Four years of experience as a practicing attorney or similar legal work.

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### SALARY RANGE: 64

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- 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).

01/2018: Salary Change; 10/2014: Updated; 09/2006: Revised; 06/2000: Revised; 01/1994: Revised; 08/1988: Revised  
10/1984: Established