

**BUDGET AND JUDICIAL  
IMPACT NOTE ANALYST**

>[Click Here for Further Information](#)<

*Exciting Career Opportunity!*

**BENEFITS OF  
WORKING FOR AOC**

- ◆ 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)
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

**WHERE IS AOC  
LOCATED?**

**T**he 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.

**SALARY:** \$61,632 TO \$80,892 / per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** April 20, 2015

**CLOSES:** May 4, 2015

**POSITION PROFILE**

Analyzes and evaluates proposed legislation and its probable impact upon state courts and state judicial branch agencies. Responsible for planning, implementing, monitoring and evaluating program components for estimating the impact of legislation on the courts, the Supreme Court, the Court of Appeals, the Law Library and the Administrative Office of the Courts (AOC).

Reporting to the Comptroller, this is a senior professional level job that works independently with minimal supervision. Decision-making is according to broadly defined guidelines and procedures with some areas requiring interpretation and/or development of possible approaches. This job interacts with a broad array of colleagues, clients and customers including AOC management and staff, judges, county clerks and their staff, court administrators and their staff, legislative staff, legislative committees, Office of Financial Management (OFM) staff and other state agencies. May direct and review the work of other professional staff.

**DUTIES AND RESPONSIBILITIES**

Prepares briefing documents that describe the impact of proposed legislation; prepares judicial impact notes and decision packages.

**T**he 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.

## **AGENCY-WIDE VALUES & COMPETENCIES**

### **Agency Values**

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

### **Behavioral Competencies**

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

## **DUTIES AND RESPONSIBILITIES (con't)**

Coordinates responses for judicial impact notes to the legislative staff; coordinates judicial impact note responsibilities and legislative interactions with the Associate Director, Judicial and Legislative Relations.

Reviews and coordinates the work of AOC staff, court personnel and others involved in the successful completion of fiscal notes and decision packages.

Coordinates information for judicial note requests; performs complex computations for judicial impact note preparation for the courts and AOC.

Analyzes and reports on passed legislation resulting in agencies within the Judicial Branch receiving unfunded mandates and prepares reports for management.

Works with agency revenue forecast staff to develop and enhance alternate revenue forecast models. Provides forecast analysis for expenditures and revenue to agency management and to the legislature.

Assesses revenue proposals such as adjusting costs, fees, and assessments using inflation factors, other states' information, etc.; assesses the consistency and reliability of budget data as it is used in end user procedures and reporting requirements; leads efforts to improve or maintain judicial impact note data quality.

Provides planning and budget input for the Judicial Branch.

Identifies needed areas of budget information improvement; designs and implements projects in response to needs.

Evaluates court programs, operations, and procedures relative to the budget needs of the judicial branch.

Periodically surveys courts regarding local and state funding.

Represents the AOC in meetings with court personnel, clients and government agencies on issues regarding budget and fiscal forecast.

Performs other duties as required.

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

**Specific skills required to perform the identified work at the expected level of performance.**

- Expert organization and implementation skills.
- Expert ability to understand and implement effective problem solving techniques and communication skills and methods.
- Expert knowledge of the statewide budget and accounting systems used by AOC.
- Expert knowledge of state government, laws and legislative process.

*See Job Description for further information.*

## QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree of business administration, public administration or closely allied field; **AND**

Eight (8) year's work experience in financial management or budgeting within a government agency.

Relevant experience may substitute for the education requirement.

## APPLICATION PROCEDURE

### 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 describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC Application for Employment (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)).

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

Submission by email is preferred: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov); or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170