



Washington Courts Employment Opportunity

Administrative Office of the Courts

COURT PROGRAM SPECIALIST **(PART-TIME, 60% Position)**

ADMINISTRATIVE SERVICES DIVISION

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds and perspectives while fostering growth and advancement in the workplace.

Job #: 2020-44

Status: Regular, Part-Time (60% position)

Location: Olympia, Washington

Salary: Range 55: \$32,464.80 - \$42,573.60 per year full time (DOQ)*

Opens: December 30, 2020

Closes: Open until filled; the first review of submitted applications will begin on January 15, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

***(Salary has been adjusted to reflect 60 percent of the full-time wage; this position is eligible for benefits.)**

The Administrative Office of the Courts (AOC) is closely monitoring the COVID-19 pandemic and following the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

Provides program support services in planning, coordinating and implementing various court improvement programs, projects and initiatives, and assist with tracking and implementation of court-related legislation.

This position reports to an AOC Associate Director. Takes independent initiative and responsibility for providing on-going program support and coordination within assigned area of expertise and responsibility. Work is periodically reviewed. Receives direction for specific assignments from senior AOC staff. Guidance is available for new or unusual situations. Designated positions provide support to judicial and court association staff and members.

Maintains association/commission/board/committee rosters, listserv subscriptions, and other demographic tracking files in addition to maintaining information on specified court program web sites. Liaisons with other AOC staff to share information as appropriate.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

REQUIRED QUALIFICATIONS AND CREDENTIALS

- An Associate of Arts degree in court, public or business administration, or a related field;
AND
- Four years of administrative program support experience.

Relevant experience may substitute for the required education.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

- Advanced proofreading skills
- Scheduling skills
- Knowledge of judicial and legislative branch operations
- Diplomacy skills when dealing with the public, court community, and co-workers
- Special event planning experience
- Ability to multi-task and keep track of several ongoing projects at once

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. **Note: ALL sections of the Application must be completed, and relevant experience must be on the application.**

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)
3. **Judicial Branch/AOC Application for Employment**

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the A.O.C. Application for Employment is located at the bottom of the page.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted).

You can also mail your materials to:

Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170

Faxed copies can be sent to 360-586-4409.

Late applications will not be accepted when a deadline is expressed. The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the Application is located at the bottom of the page.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application, and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) 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.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of

Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation, and Benefits.