



# Washington Courts Employment Opportunity

## *Administrative Office of the Courts*

### Performance Researcher

(Research Associate, Part-Time 50% Position)  
For the Safe Babies Team Court Development Grant

**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 #: 2020-45  
Status: Regular, Part-Time\*  
Location: Olympia, Washington  
Salary: Range 60: \$30,612 -- \$40,146 year (DOQ)\*\*  
Opens: December 30, 2020  
Closes: January 21, 2021  
Closes: Open until filled. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

**\*Duration:** This is a grant-funded, project position and is dependent on continued project funding. Current funding will continue through September 30, 2021; an additional two years of project funding is anticipated but not guaranteed. Benefits are included with this position.

**\*\* (Salary has been adjusted to reflect 50 percent of the full-time wage; this position is eligible for benefits.)**

*The Administrative Office of the Courts 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

This position is a half-time (approximately 20 hours weekly) Court Research Associate / Data Quality Analyst / Quality Improvement Manager. The position implements performance reporting programs that track and generate feedback to Safe Baby Court Team sites on program implementation, process and outcomes. The position will monitor site-level data input and analysis to support Continuous Quality Improvement efforts. The content of Safe Baby Court Team (SBCT) performance reporting will be assisted by a State Data Advisory Board, which will provide a group of experts to make suggestions regarding performance benchmarks, the analysis and interpretation of data. The performance reporting is intended to aid Safe Babies Court Teams to understand their

local program operations, support the local SBCT implementation alignment with the SBCT model, and identify opportunities for improved outcomes for dependent children. The position will also participate in training on the use of the national SBCT database as a management and oversight tool.

In addition to operational feedback to court programs, this position informs state and local decision-making affecting Safe Babies Court Teams. The position will also be responsible for linking data from the Safe Babies Court Team, data from the Department of Children, Youth, and Families, and data pertaining to child and family dependency outcomes.

While reporting to the Court Research Center Manager, the Senior Research Associate interacts with Safe Babies Court Team project staff at the Administrative Office of the Courts, agency leaders and management, Safe Babies Court Team Coordinators, and other stakeholders connected to this project. Decision-making is carried out in accordance with broadly defined guidelines and procedures, with some areas requiring interpretation and/or development of approaches. May direct and assess the work of other professional research staff.

*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.*

## DUTIES AND RESPONSIBILITIES

- With knowledge of current practice and research in the treatment court field and in collaboration with AOC and Safe Babies Court Team staff, the position leads a performance monitoring and improvement program that tracks implementation and outcomes and provides feedback to local court-based teams.
- Leads court-based teams in review of the performance reporting system and obtains feedback on how to make reporting more accessible and useful to Safe Babies Court Team staff.
- Assists Safe Babies Court Teams with their local analysis and review of performance indicators.
- Helps local Safe Babies Court Teams measure the impact of incremental program changes / adaptations.
- Helps the Safe Babies Court Teams and the national technical assistance provider assess the alignment between site-level SBCT implementation and the SBCT model.
- Works with a diverse team to gather and examine data, create a reporting process, develop measurement tools, and help implement recommendations for improvement.
- Presents research findings to diverse audiences, including professionals who work in applied settings and audiences at research conferences.
- Collaborates and interacts with regional and national research communities and grant-funded technical assistance providers.
- Performs other duties as required.

## REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Master's degree in criminal justice, social work, psychology or other social science field including graduate training in research methods and statistics, **AND**
- Five (5) years of professional work conducting empirical field research in an applied or graduate setting pertaining to therapeutic courts, child welfare, or delivery of therapeutic interventions, **AND**
- At least two (2) articles either accepted or published **OR**

- At least two (2) professional project reports documenting the execution of research efforts, including formulation of conclusions & recommendations.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of Senior Research Associate may be considered in the meeting the qualifications.

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

Professional experience working with child and family welfare system operations is highly desirable. Therapeutic court experience is also highly desirable.

**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](http://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](mailto: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](http://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](mailto: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](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.