



## *Administrative Office of the Courts*

### **LEGAL SERVICES AND APPELLATE COURT SUPPORT MANAGER**

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#### **Primary Purpose**

- Reporting to the Director for the Court Services Division, this position is responsible for leading legal and administrative staff in the Office of Legal Services and Appellate Court Support who provide legal analysis, materials and support for the Administrative Office of the Courts (AOC) and the judiciary in the State of Washington.
- This position serves as an important legal advisor to the AOC and is a member of the agency management team, providing input regarding agency and judicial branch issues, influencing policies, and working to balance the agency's mission and goals with budgeted resources.
- Within the scope of responsibility, this position exercises considerable independent judgment; provides leadership; and interacts with AOC and client personnel to include members of all levels of the judiciary, the Governor's office, legislature, state agencies, citizen groups and representatives of local and federal government.

#### **Distinguishing Characteristics**

- Responsible for providing or overseeing the AOC support for GR 9 (Supreme Court Rule Making) and GR 10 (Ethics Advisory Committee).
- Researches, analyzes, and drafts legal advisory memoranda for the AOC and Supreme Court.
- Supervises and coordinates the review of statewide court rules and recommendations to the Rules Committee for Supreme Court consideration.
- Prepares or oversees the drafting of correspondence, memoranda, rules or other documents for en banc Supreme Court administrative conference, Supreme Court Rules Committee chair, or the Chief Justice as required.
- Supervises the work of legal analysts in assigned areas and administrative support staff.
- Confers with the Washington State Bar Association (WSBA) with regard to rule development and comment; coordinates publication with the Reporter of Decisions and Supreme Court Clerk.

- Organizes and sets priorities for the Office.
- Supervises assigned staff. This includes hiring activities, performance management, identifying training needs, guiding, mentoring and motivating staff, and connecting the role of staff functions to the agency mission; plans and manages workload for the Office; determines and communicates job requirements, performance expectations and standards; assigns work and ensures that standards and deadlines are understood; regularly evaluates work to ensure alignment with standards and expectations.
- Monitors the Office budget and resources.
- Coordinates the development and implementation of statewide publication priorities for pattern forms, bench books, procedures manuals, pattern jury instructions, and special projects.
- Supervises processing of local court rules as specified in GR 7 including collection, filing, and dissemination of local court rules.
- Responsible for internal procedures for wiretap reports (as specified by RCW Chapter 9.73) including collection, filing, and annual reporting.
- Assigns staff and reviews analysis of legal issues for the AOC.
- Coordinates legal assistance in development and review of legislation for the judiciary, as requested by the AOC.
- Performs other duties as assigned.

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### **Key Competencies**

- Expert knowledge of: Washington State law; Washington State judicial system; Washington State court procedures; legal writing techniques; legal research techniques and resources; management principles, procedures, and practices.
- Ability to work independently and with others; interpret and apply court rules; understand complex legal issues; use good judgment in evaluating situations; maintain confidentiality; communicate effectively, orally and in writing; perform legal research thoroughly and efficiently; develop and maintain working knowledge of significant legal problems and trends; supervise and edit the work of other attorneys; establish and maintain effective relationships with the justices of the Supreme Court, court personnel, legal community, and others.
- Ability to exercise good judgment and make timely, sound strategic decisions and recommendations consistent with organizational objectives. Ability to think critically in decision-making and problem solving situations.

- Demonstrable experience planning, organizing and directing the work of others utilizing supervisory techniques such as interviewing, counseling, motivation, etc.
- Professional knowledge of the principles and techniques of effective program and project management.
- Utilizes strategic and interpersonal leadership skills and abilities to plan work efficiently, observe and evaluate program performance, and establish and maintain effective working relationships.
- Ability to consistently communicate effectively both orally and in writing. Demonstrable experience in developing communications materials, with proficiency in research and written composition as well as delivering information through presentations.

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### **Qualifications and Credentials**

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

- Membership in good standing with the Washington State Bar Association (WSBA);
- Seven years of experience as a practicing attorney or similar working environment;
- Total experience must include three years of management or supervisory experience.

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### **SALARY RANGE: 76**

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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 under the Fair Labor Standards Act (FLSA).

12/2020: Updated Primary Purpose, Distinguishing Characteristics, Duties, and Key Competencies sections.  
01/2018: Updated title and Salary; 09/2998: Revised Salary Range; 01/1994: Revised; 08/1988: Salary Revised