



**Administrative Office of the Courts
JOB #2015-020-A02**

**ADMINISTRATIVE MANAGER,
SUPREME COURT COMMISSIONS**

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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?**

The 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: \$66,420 TO \$87,096 per year DOQ

LOCATION: Olympia, Washington

OPENS: June 25, 2015

CLOSES: July 20, 2015

POSITION PROFILE

Responsible for the overall operation of the Supreme Court Commissions section to include policy analysis, planning, managing, directing, and supervising the staff and programs, projects, and activities of the section. As the primary manager to the Gender and Justice Commission, Interpreter Commission and the Minority and Justice Commission, plans, implements, monitors, and evaluates programs related to issues of gender, and/or minority bias including language barriers within the court system. Develops and implements policy addressing issues of language access, gender, and/or minority bias within the court system.

Reporting to the State Court Administrator, this position is a member of the agency management team, providing input to the agency’s responsibilities, influencing agency policies, and working to balance the agency’s mission and goals with budgeted resources. It is responsible for managing professional staff and controlling assigned budget/resources for the section. Decision-making is within general policy and broadly outlined parameters; decisions require interpretation and consideration of both tactical and strategic outcomes. The position interacts with executive leadership, agency management, external stakeholders, all levels of division staff, and staff assigned to specific projects. It also represents the agency in assigned areas to the court community and other constituents.

The 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

Supervises employees who support the Gender and Justice Commission, the Minority and Justice Commission, and the Interpreter Commission. 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 section. 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.

Provides primary leadership support to the Gender and Justice Commission, the Minority and Justice Commission, and the Interpreter Commission including working with the Chairs in developing vision and strategic plans, establishing outcomes, and prioritizing activities of the Commissions.

Collaborates with other community and national organizations addressing diversity and inclusion.

Manages inter-jurisdictional, comprehensive programs and/or policy development. Identify emerging issues, oversee research and assessments, and provide recommendations to the Chairs and Commissions.

Identifies opportunities for education for the courts and work with professional education staff to develop programs.

Mentors other Commission staff members, oversees committee assignments, and identifies training opportunities.

Identifies sources of funding, write grant proposals, and oversee budgets.

Is familiar with research models and attendant technology and terminology.

Analyzes and evaluates proposed legislation and its probable impact on project and program goals; prepares briefs on proposed legislation.

Performs other duties as assigned.

Travel around the state will be required, including overnight. Out of state travel may occasionally be 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

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.

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in social work, public administration, political science, or closely allied field **AND**:

- Five years of progressively responsible experience in policy and/or program development.
- One year experience coordinating the work of a team, including professional and administrative staff.
- Three or more years of experience working with an organization that addresses access to justice issues related to the justice system or issues surrounding gender and minority bias, and language access.

A combination of education and experience that demonstrates a working knowledge of the functions and typical work of court administration may substitute for qualification requirements listed.

See Application Procedure below.

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).

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

Submission by email is preferred: 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