

## COURT EDUCATION ASSISTANT

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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:** \$41,736 TO \$54,744 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** August 5, 2015

**CLOSES:** August 19, 2015

#### POSITION PROFILE

Provides organizational support for judicial education programs, customer services functions, and AOC events.

Reporting to a senior level manager, this position works independently within assigned area of expertise and responsibility, and participates in team-based project activities. Decision making responsibility is limited to areas of responsibility defined by the manager. Interacts regularly with AOC teammates, vendors, and the staff of hotels, hospitality industries, convention facilities and visitor bureaus.

#### DUTIES AND RESPONSIBILITIES

Develops *Requests for Proposals* for conference, training, and educational venues.

Negotiates with hotels, hospitality industries, convention and visitor bureaus.

Coordinates the design of meeting room specifications and audio visual needs to meet event objectives.

Works independently with vendors to make arrangements for conferences and meeting facilities; reviews and monitors billings, fees, and other financial

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

transactions related to conferences, meetings, and programs.

Reviews billings and submits billing to Fiscal for review in a timely manner.

Designs and implements housing and registration practices in order to collect, report, and retrieve complete housing & registration data for meetings, conferences, and events.

Develops *Event Specification Guides* to convey information clearly and accurately to appropriate venues and suppliers regarding all requirements for an event.

Coordinates and prepares online registration, information, and materials.

Maintains Excel spreadsheets for budget tracking and numeric analysis and registration data; uses Microsoft Outlook to maintain calendars and communications; designs, creates, edits & proofreads documents for internal and external use, listservs, and Web postings.

Assists with online registration and webinars.

Performs other duties as required.

*See Job Description for more information.*

### QUALIFICATIONS AND CREDENTIALS

An Associate of Arts degree in business or a related field;

#### **AND**

Four (4) years of administrative program support experience.

A combination of education and experience that demonstrates a working knowledge of the duties and responsibilities of the Court Education Assistant may substitute for the qualifications listed.

*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.

**THE PREFERRED CANDIDATE WILL HAVE**

Event support experience. Including experience in contract negotiation with hotels, the mechanics of event management, registration, housing, and fee computation.

Experience in writing and editing; and with Outlook, Word, Publisher and Excel.

***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](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