



**Administrative Office of the Courts
JOB #2015-046-A05**

**COURT PROGRAM ANALYST—
MINORITY & JUSTICE COMMISSION**

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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
- ◆ 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.

POSITION: Court Program Analyst –
Minority & Justice Commission

SALARY: \$50,844 TO \$66,684 per year DOQ

LOCATION: Olympia, Washington

OPENS: November 13, 2015

CLOSES: December 4, 2015

POSITION PROFILE

Under the direction of the Administrative Manager, Supreme Court Commissions, and the co-chairs of the Minority and Justice Commission, serve as primary staff to the Minority and Justice Commission in its outreach to address bias or racial disproportionality in our court systems. It requires planning, managing numerous concurrent projects, writing, community outreach, and public speaking.

Work is performed at a professional level with the expectation of independent judgment and decision making as directed by management or executive level staff, and demonstration of appropriate mentorship, role modeling, and technical expertise.

DUTIES AND RESPONSIBILITIES

- Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects related to the Minority and Justice Commission.
- Provides information, assessment, consultation, support and recommendations to the Commission (co-chairs and members), AOC, courts,

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

associations, boards and other commissions within major operational areas (i.e., personnel management, contracting, performance management, budget development, court service delivery and/or judicial system policy and procedure) to achieve consistent, efficient, and effective outreach and advocacy related to eliminating racial bias or disproportionality.

- Manages and oversees numerous state-wide projects; Analyzes and evaluates proposed legislation and its probable impact upon racial disproportionality;
- Support staff to co-chairs and commission on meetings, developing agenda and other meeting materials;
- Prepares briefing memos on various topics related to race and disproportionality;
- Performs other duties as assigned.

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in court administration, public administration, political science, business administration or closely allied field

AND:

Three years of experience in court administration and/or program development.

Relevant experience may substitute for the education requirement.

THE PREFERRED CANDIDATE WILL HAVE:

- Experience working with an organization that has addressed policy issues related to the criminal justice system, or race and disproportionality.
- Experience leading and managing change.
- A law degree and comparable experience that demonstrates a grasp of public policy issues related to the Commission's mission.

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.

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

