

COURT PROGRAM ANALYST— GENDER & 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.

SALARY: \$51,756 TO \$67,884 per year DOQ

LOCATION: Olympia, Washington

OPENS: October 14, 2016

CLOSES: October 28, 2016

POSITION PROFILE

Under the direction of the Administrative Manager, Supreme Court Commissions, and the co-chairs of the Gender and Justice Commission, serve as primary staff to the Gender and Justice Commission in its outreach to promote gender equity in the courts. It requires planning, managing numerous concurrent projects, writing, community outreach, organizing educational programs, examining court practices, and serving as liaison between the courts and other organizations which share the Commission's commitment to gender equity. It requires demonstrated organizational skills and the ability to work in a fast-paced and constantly changing environment.

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. Experience using Word, Excel, and other data management and word processing software is necessary.

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

Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects related to the Gender and Justice Commission.

Manages Office of Crime Victims Advocacy (OCVA) funding on behalf of the courts for work related to domestic violence, sexual assault, dating violence, and stalking.

Provides information, assessment, consultation, support and recommendations to the Commission (co-chairs and members), AOC, courts, court associations, non-profit organizational partners, community partners, legislative, government, and other organizations, to achieve consistent, efficient, and effective outreach and advocacy related to the Commission's mission.

Manages and oversees state-wide projects, events, and judicial and court education.

Support staff to co-chairs and commission on meetings, developing agenda and other meeting materials.

Performs other duties as assigned.

See Job Description at www.courts.wa.gov/employ for more information.

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 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.

THE PREFERRED CANDIDATE WILL HAVE

- ◇ Experience working with an organization that has addressed policy issues related to gender equity, and/or comparable experience that demonstrates a grasp of public policy issues related to the Commission's mission.
- ◇ Experience leading and managing change.
- ◇ Demonstrated organizational skills in a fast paced setting.

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

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, then click on Current Openings link, go to bottom of page).

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