

COURT ASSOCIATION COORDINATOR

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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: \$61,212 to \$80,304 per year DOQ

LOCATION: Olympia, Washington

OPENS: September 26, 2017

CLOSES: **Extended to** November 3, 2017

POSITION PROFILE

Responsible for planning, implementing, monitoring and evaluating program components involving significant impact on judicial programs, to include completion of complex or highly technical major projects and objectives, on behalf of an assigned trial court association and under supervision of the State Court Administrator. Provides primary staff support to one or more trial court associations, including completion of research and projects on behalf of the assigned association, staffing committees, and coordination of and attendance at board meetings.

The incumbent is an expert level professional who works independently with minimal guidance and supervision on complex issues, research and projects within assigned areas of expertise/responsibility.

Work is performed in collaboration with judicial committees, court personnel, and AOC executives and staff.

This position coordinates the work of other professional and administrative staff assigned to perform work for trial court associations.

DUTIES AND RESPONSIBILITIES

Provides direct support services to judges and judicial committees; meets with committees and subcommittees to develop materials; prepares minutes, prepares draft materials for committee approval, and handles certain administrative matters as necessary.

Coordinates the work of any senior court program analyst, court program analyst, or administrative staff assigned to the same trial court associations.

Functions as an intermediary between judicial officers, court managers and staff, and the AOC for the exchange of information and the needs for judicial programs.

Keeps AOC management apprised of projects, issues, and interests of assigned trial court associations.

AOC PROFILE

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

Administrative Office of the Courts / JOB #2017-001-J01

Responsible for identification of potential problems and recommendations for solutions related to judicial programs. Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects. Completes research, assessments, and provides recommendations to the designated manager or executive level staff.

Provides information, assessment, consultation, and recommendations to AOC, courts, and associations within major operational areas (i.e., court performance, budget development, court service delivery, judicial system policy) to achieve consistent, efficient and effective programs and operations.

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

Performs other work as required.

Program Area Responsibilities (including but not limited to)

Superior Court Judges' Association (SCJA)

- Prepare for and staff regular meetings
- Draft letters and memoranda
- Analyze pending legislation for court impact
- Analyze pending court rules for court impact
- Perform legal research
- Attend two annual conferences
- Perform follow-up and tasks requested by Board members
- Staff SCJA committees
- Prepare budget packets

Trial Court Advocacy Board (TCAB)

- Prepare for and staff regular meetings
- Draft letters and memoranda
- Perform follow-up and tasks requested by Board members
- Perform legal research

Guardian ad Litem (GAL)

- Assist with judicial and stakeholder review of GAL curriculum
- Monitor GAL removals for cause
- Respond to public inquiries
- Responsible for content of webpages

Knowledge, Skills and Ability

Must demonstrate expert and proficient level knowledge, skills and abilities in the following areas:

- Organization and implementation
- Washington State court programs and policies

Possesses specific skills required to perform the identified work at the expected level of performance:

- Proficient organization and implementation skills.
- Proficient knowledge of customer and client base related to services and support provided by the AOC.
- Proficient knowledge and understanding of the interaction and mission of the trial court associations.
- Ability to understand and implement effective problem solving techniques and communication skills and methods.

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.

- Proficient knowledge of court administration concepts and techniques of effective program management.
- Possesses project management skills:
- Effectively identifies potential tasks, activities, resources, and timelines necessary to achieve a clearly stated purpose.
 - Accurately assesses resources necessary to carry out plans and perceives the impact and implication of decisions made regarding resource allocations.
 - Anticipates potential problems as well as opportunities and adjusts plans accordingly.
- Understands basic concepts of team supervision:
- Able to assess workload of a team and adjust accordingly.
 - Communicates with cohorts and management to achieve timely work products, address issues, and successfully implement programs and policies.
- Can be relied on to achieve excellent results with little need for direct oversight.
- Meets productivity standards, deadlines and work schedules.
 - Accepts personal responsibility for the quality and timeliness of work.
 - Clearly understands the courts' expectations and competently balances those expectations with the expectations of AOC management. Ensures that work products meet those expectations.

QUALIFICATIONS AND CREDENTIALS

Law degree from an accredited college or university;

AND

Five years of progressively responsible experience in court administration and/or program development, to include one year or more in a supervisory or lead role and/or managing or directing groups or teams.

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).

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