



Washington Courts Employment Opportunity

Administrative Office of the Courts

COURT SECURITY RESOURCE COORDINATOR

(SENIOR COURT PROGRAM ANALYST)

**Office of Judicial and Legislative Relations/ Board for Judicial
Administration**

PART-TIME (50%)/PROJECT POSITION

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

Job #: 2021-53
Status: Project, Part-Time*
Location: Olympia, Washington
Salary: Range 64: \$33,780 - \$44,322 annually (DOQ) **
Opens: July 28, 2021
Closes: Open until filled; first review of the applications to begin August 12, 2021.
AOC reserves the right to close the recruitment at any time.

*** Duration:** This is a project position and is dependent on continued project funding.
Funding will start on July 1, 2021, and end on June 30, 2023.

**** Salary** has been adjusted to reflect 50% of the full-time wage; Health benefits are included with this position; retirement benefits are prorated at 50%.

The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

This position coordinates the Court Security Improvement Initiative of the Administrative Office of the Courts (AOC) in support of the Board for Judicial Administration (BJA).

Reporting to the BJA Administrative Manager, this senior level position provides technical and administrative support to courts statewide in their efforts to comply with General Rule 36, Trial Court Security and coordinates and implement a security equipment granting program.

DUTIES AND RESPONSIBILITIES

- Develops, coordinates, and implements a statewide security equipment granting program.
- Coordinates efforts and provides information on effective strategies to improve court security and address challenges faced by individual courts throughout the state.
- Coordinates and provides technical assistance to court personnel and court security officers to achieve consistent, efficient, and effective court security operations and implement recommendations from security assessments and audits.
- Assists courts in creating and maintaining effective court security committees, court security plans, security policy and procedure guidelines, and locating additional resources.
- Facilitates partnerships and networking between courts, justice partners, and courthouse tenants.
- Coordinates, plans, and develops court security training opportunities and curriculum for judicial officers and court personnel.
- Prepares written reports and gives oral presentations to internal and external groups.

Knowledge, Skills and Ability:

- Knowledge and understanding of court security standards, best practices, and trends in court security innovations.
- Ability to earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.
- Communication skills both orally and in writing.
- Ability to form effective goals and achieve those goals through the use of objectives, timelines, action plans, and solutions.
- Ability to prioritize and effectively manage time in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work.
- Ability to multi-task and effectively work on multiple projects simultaneously.
- Knowledge and understanding of the interaction and mission of judicial officers and staff, justice partners, and local legislative bodies regarding court security matters.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in court administration, public administration, political science, business administration or closely allied field, **AND**
- Five (5) years of responsible experience in court administration and/or program development, including one (1) year in a supervisory or lead role and/or managing/directing groups or teams.

*Certain positions may require a law degree in addition to the qualifications above. (This position does not require a law degree.)

Relevant experience may substitute for the required education.

DESIRABLE EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in Criminal Justice.
- Completion of a state recognized P.O.S.T. or similar Basic/Reserve Law Enforcement Academy.
- ACT Training or Advanced Certificate in Court Security.
- Five (5) years of responsible experience in court security, law enforcement, court administration and/or program development, including one (1) year in a lead role and/or managing or coordinating programs.
- Advanced Training and Court Security Experience.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **AOC Application for Employment**
3. **P.O.S.T. Certificate if completed**
4. **ATC/Court Security Certificate if completed**

A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

Please email all application materials to: employment@courts.wa.gov in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:

**Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170**

Fax number: (360) 586-4409

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) 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.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation, and Benefits.