



Washington Courts Employment Opportunity

Administrative Office of the Courts

COURT PROGRAM ANALYST (Tribal Relations) Office of Court Innovation

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 #: 2022-12
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range 60: \$61,224 – 80,292 annually (DOQ)
Opens: February 11, 2022
Closes: February 27, 2022. AOC reserves the right to close the recruitment at any time.

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.

Most positions require residency in Washington State. If you are invited to interview and currently reside outside of Washington State, you may seek more information about residency requirements from the AOC hiring manager of this recruitment.

Due to the COVID-19 pandemic, remote work is currently expected. When approved to return to the office, the incumbent will work with their supervisor to identify an appropriate work schedule and balance, including telework and reporting to the Olympia office for work activities.

All AOC employees must be fully vaccinated against COVID-19. Please note that employment is contingent upon the candidate providing verification of their vaccine status, having an approved and/or religious accommodation.

POSITION PROFILE

Make a Difference in the Court System! Be a Part of the Change!

The Office of Court Innovation at the Administrative Office of the Courts is seeking a Court Program Analyst to be its lead on tribal relations affairs, including but not limited to coordinating the [Tribal](#)

[State Court Consortium](#), working with the Gender and Justice Commission to address the Tribal and state court response to domestic violence and sexual assault cases, and other AOC directed work that helps enhance understanding and collaboration between the state judicial branch, tribal courts, and the tribes. This position reports to the Administrative Manager of the Supreme Court Commissions and will also work closely with the Equity and Access Program Lead.

The role of the Court Program Analyst will include planning, coordinating, conducting and facilitating meetings with key stakeholders; gathering and analyzing tribal court and state court processes and procedures as they relate to protection orders; developing education for stakeholders; producing reports, and analyzing legislation that impacts tribal courts and communities. The analyst will work closely with the TSCC co-chairs, a judge representative from the state court and one from the tribal courts. The analyst will also serve as a subject matter expert on tribal relations for the new Equity and Access Program in the AOC's Office of Court Innovation.

DUTIES AND RESPONSIBILITIES

- Provides staff support to the Tribal State Court Consortium and other related committees that includes preparing agendas, correspondence, coordinating committee activities, writing grant proposals, analyzing policies and procedures, etc.
- Evaluates court practices and policies related to domestic violence and sexual assault and its impact within native communities. Develops research, education, and provides support to courts and/or the community to improve the courts' response to DV/SA.
- Facilitates collaboration between state and tribal courts and fosters relationships and understanding of tribes, tribal sovereignty, and cross-jurisdictional issues that impact the state and tribal courts.
- Analyzes and implements court policies, practices, legislation, and resources that could improve relationships and collaboration between state and tribal courts and communities.
- Participates in technical assistance visits with state and tribal courts as needed to implement and assess supported programs or initiatives.
- Coordinates with staff from various programs, projects, and initiatives within the AOC to ensure that tribes and indigenous people are considered and collaborated with to ensure greater equity and access in court programs and policies.

REQUIRED 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 IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

Below is a list of experiences that will be viewed as relevant to the position that will be considered as a substitute for the required qualifications and credentials:

- Direct experience working with Tribes;
- Experience working on policy issues related to Tribes and Tribal Courts;
- Experience working in the courts, with judges, or with attorneys;
- Experience working with community groups and organizations;

- A degree in tribal law/policy or governance, public policy, sociology, or race and ethnic studies;
- Experience with surveys and/or data collection;
- Experience working on domestic violence and/or sexual assault issues.

HOW TO APPLY

For more information about the position, [to review the job description](#), application submission requirements, supplemental questions, inquire about benefits, or to apply for the position:

[CLICK HERE TO APPLY](#)

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.