

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.

Administrative Office of the Courts JOB #2016-060-A07

RESEARCH ASSISTANT— Minority & Justice Commission

>[Click Here for Further Information](#)<

SALARY: \$46,884 TO \$61,512 per year DOQ

LOCATION: Olympia, Washington

OPENS: January 23, 2017 (reposted)

CLOSES: February 9, 2017 (5:00 p.m.)

DURATION: **This is a project position lasting through December 2019.**

If you applied for this position within the last two months, you do not need to reapply.

POSITION PROFILE

The Washington State Minority and Justice Commission is a state Supreme Court Commission whose unique mission is to eradicate racial and ethnic bias in the Washington state courts. The Commission was selected by the Department of Justice to lead a three-year grant-based project to address issues involving court ordered fines and fees (legal financial obligations or LFOs), and is joined by many stakeholders, including representatives from the state judicial associations, prosecutors association, public defense associations, court clerks' association, ACLU of Washington, Columbia Legal Services, Poverty Action Network, and various community organizations.

The Commission is seeking a **Full-time Research Assistant** who will help the stakeholders carry out the objectives of the grant, specifically a study of LFOs in Washington State as well as tracking data for an LFO Calculator Pilot Project. The Research Assistant will be responsible for the design and production of the research publication associated with the Department of Justice Grant, which will involve court business data collection tools and processes.

The Research Assistant reports to the Manager of the Supreme Court Commissions, and will receive support and guidance from a Senior Research Consultant. They will also work with Minority and Justice Commission staff and other

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

criminal justice partners to undertake the day-to-day activities of the project.

DUTIES AND RESPONSIBILITIES

Oversees research and data collection associated with the grant objectives.

Working with stakeholders and Senior Research Consultant, designs and produces a professional research report, presentation, and web-based materials. Writes or edits narrative and organizes and collects statistical data for the reports for local courts and other reports published by the AOC, subject to review by section manager, stakeholder group, and chair/s.

Drafts progress reports and final reports required by project funders. In conjunction with AOC fiscal staff, collects and reports Research staff time use and other expenditures and costs when required for reimbursement under grant agreements.

Assists with creating meeting agendas, summaries, and other documents as needed to support stakeholder and committee meetings.

Collects data from court staff and other sources with surveys, original data collection tools, and other processes as appropriate.

Assists in the creation of Research data sharing agreements, acting as a liaison between external parties and AOC contract staff when necessary. Tracks the execution of data sharing contract terms and documentation of required data destruction, for both incoming and outgoing data.

Other duties as assigned.

Key Competencies

- Experience working with criminal justice data and issues; racial disproportionality; understanding of data related to court fines, fees, and collection practices.
- Ability to produce effective written and visual materials: write clearly; edit; accurately and concisely present the results of quantitative analyses; and to depict results of analysis in a way that focuses attention on relevant elements.
- Ability to establish and maintain professional working relationships with co-workers, management, and other constituents.

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.

- Accomplish work objectives in cooperation with agency, court, state and professional colleagues.
- Effectively identify potential tasks, activities, and timelines necessary to achieve a stated purpose.
- High level of proficiency with relevant software programs, including the Microsoft Office Suite, online meeting software, and survey software.
- Ability to design and implement electronic surveys.
- Functional knowledge of the federal grant reporting process.

QUALIFICATIONS AND CREDENTIALS

A bachelor's degree **AND** experience in tracking projects and budgets, working with spreadsheets and other data collection tools, production of reports, and providing administrative support.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibility of the Research Assistant may be considered in the meeting the qualification baseline.

SALARY RANGE: 54

- ♦ Workweek may fluctuate depending on workload or agency need.
- ♦ Overnight travel may be required based on business need.
- ♦ This position is not covered under the Fair Labor Standards Act (FLSA).

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