



Administrative Office of the Courts

COURT PROGRAM SPECIALIST

Primary Purpose

Provides program support services in planning, coordinating and implementing various court improvement programs, projects and initiatives, and implementation of court-related legislation.

Distinguishing Characteristics

Reports to an AOC manager or Associate Director. Takes independent initiative and responsibility for providing on-going program support and coordination within assigned area of expertise and responsibility. Work is periodically reviewed. Receives direction for specific assignments from senior AOC staff. Guidance is available for new or unusual situations. Designated positions provide support to judicial and court association staff and members.

Duties and Responsibilities

Coordinates projects in areas of responsibility/focus to support the work of Washington Courts. Such projects may include research, studies, gathering information, identification of best practices, and preparing reports for Boards, Commissions and their committees.

Designated positions provide administrative support to judicial and court associations, which may include: making arrangements for conference training and meeting facilities; arranging for and monitors billings, fees, travel expenses and other financial transactions related to conferences, meetings and programs; preparing agendas and meeting notices; attending meetings and preparing and distributing minutes.

Assists with monitoring legislation related to the assigned program.

Assists with various projects that include conducting studies, gathering information, staffing committees and preparing narrative reports, memoranda and presentation/training materials.

Assists in developing and enhancing internal business processes to allow for maximum effectiveness and efficiency of court program implementation.

Assists in development and revision of forms and procedures necessary for implementing programs, court rules and legislation.

Assists senior AOC staff in managing and coordinating court programs.

Assists in coordinating, and may primarily coordinate, program financial budgeting, monitoring and oversight.

Communicates and assists in developing and implementing program policies, standards, guidelines, and expectations; assists in monitoring compliance with internal AOC program policies, standards and guidelines.

Responds to requests for technical assistance, publications, and a variety of other information related to assigned program(s).

Maintains information on specified court program web sites.

Performs other duties as required.

Key Competencies

Agency values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies:

- Neutrality in presenting research findings
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Abilities:

- Advanced skills in using office software
- Ability to learn and use new computer applications as needed
- Knowledge of website navigation, searches and content updating functions
- Knowledge of grammar, spelling, clerical procedures, correspondence, report writing
- Accuracy and attention to detail in the delivery of work products
- Communication skills both orally and in writing
- Understands customer expectations and ensures work meets those expectations
- Professionalism in dealing with clients, staff, management and the public
- Ability to establish and maintain effective working relationships with governmental and court officials at all levels.
- Ability to multi-task and effectively work on multiple projects simultaneously
- Sets priorities and effectively manages time to meet deadlines and work schedules
- Accepts personal responsibility for the quality and timeliness of work.
- Ability to independently coordinate projects with minimal supervision
- Ability to analyze problems and develop solutions, recommendations and options
- Keeps appropriate senior staff and clients informed on specific work assignments
- Knowledge of organization/operation of the Washington State court system; procedures and practices followed within the judiciary
- Ability to gain and utilize knowledge of internal and external protocols

Qualifications and Credentials

An Associate of Arts degree in court, public or business administration, or a related field

AND:

- Four years of administrative program support experience.

Relevant experience may substitute for the required education.

SALARY RANGE: 55

- 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).

05/2019: Established