



Washington Courts Employment Opportunity

Administrative Office of the Courts

ASSOCIATE DIRECTOR

OFFICE OF JUDICIAL AND LEGISLATIVE RELATIONS

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 #: 2021-10
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: \$115,000 - \$125,000 per year (DOQ)
Opens: February 19, 2021
Closes: Open until filled; first review of the applications to begin March 29, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

POSITION PROFILE

The Associate Director of the Office of Judicial and Legislative Relations (OLJR) is responsible for facilitating and enhancing judicial branch communications and relationships with state executive and legislative branches.

Reporting to the State Court Administrator, responsible for development and planning activities regarding legislation and coordination of communications with the executive branch at the direction of Administrative Office of the Courts (AOC) executive management and judicial branch leadership.

This position coordinates judicial branch legislative agendas and activities, including, but not limited to: drafting, reviewing and analyzing legislation; preparing and/or delivering testimony before legislative committees, providing information to legislators and legislative staff; and communicating the status of legislative activities to judicial branch personnel, all in accordance with direction established by judicial branch leadership. This position also supervises a team of professional and support personnel assigned to support the duties of the OJLR.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#).

REQUIRED QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in business, public, or judicial administration or closely allied field AND:

Eight (8) years' experience in the areas of policy development, governmental relations, court administration, law practice or other closely allied field.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibility of Associate Director, Office of Judicial and Legislative Relations may be considered in meeting the qualification baseline.

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

- A degree in law from an accredited college or university and be in good standing with the Washington State Bar Association.
- A working knowledge of the Washington State legislature and issues of concern to the judiciary.
- A working knowledge of the Washington State judicial branch entities and agencies.
- Experience in development and implementation of legislative strategy at the local and/or state level.

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 must be on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**
3. **Professional Writing Sample**

A chronological resume can be submitted as a supplement; but is 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 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.