



Administrative Office of the Courts

ASSOCIATE DIRECTOR, OFFICE OF JUDICIAL & LEGISLATIVE RELATIONS

Primary Purpose

Responsible for facilitating and enhancing judicial branch communications and relationships with state executive and legislative branches.

Distinguishing Characteristics

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.

Duties are expected to be performed with the highest level of expertise and integrity. Decision making responsibility covers strategic activities supporting judicial branch legislative positions and initiatives. The position requires proven ability to be successful in the use of judgment, discretion, and communication in the decision making process.

Duties and Responsibilities

- Coordinates judicial branch legislative agendas and activities, including, but not limited to, drafting legislation, preparation and/or delivery of 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.
 - Prepares written reports and gives oral presentations to large groups, both internal and external.
 - Provides evaluation and analysis of proposed legislation affecting the Washington Courts to the State Court Administrator and judicial leadership.
 - Provides recommendations and strategies to AOC and judicial leadership regarding communications with executive and legislative branches.
 - Performs other work as assigned.
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Key Competencies

Agency Values:

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

Behavioral Competencies:

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Abilities:

Must demonstrate proficient knowledge, expertise and abilities in the following areas:

- Provide recommendations and counsel to AOC executive management and judicial leadership relative to implementing the legislative strategy and agenda developed by the judicial branch; meet and communicate effectively with numerous individuals, both public and private; communicate clearly and persuasively with others orally and in writing; establish and maintain appropriate and effective working relationships.
- Exercise effective leadership competencies in communicating and coordinating time, resources and staff to attain the desired results.
- Understand the interaction, mission, and objectives of interested groups, boards, committees, and the judicial community.
- Develop and maintain the trust and respect of and for the judicial branch.
- Expertly and professionally identify risks and outcomes of proposed legislation. Develops action steps, plans strategies for the purpose of taking critical action to ensure the expected outcome.
- Exercise sound judgment and make timely, solid strategic decisions and recommendations consistent with organizational objectives related to legislative activities or issues.
- Acquire and integrate input from others regarding critical actions, timelines, sequencing and priorities.
- Accurately assess the resources necessary to carry out planned actions and the impact and implication of decisions made regarding resources.

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.

SALARY RANGE: 99

- 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).

09/2007: Established; 12/2011: Title Correction; 04/2016: Revised