



Washington Courts Employment Opportunity

Administrative Office of the Courts

Guardian Monitoring Program Coordinator

For the Office of Guardianship and Elder Services

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 #:** 2021-15
- Status:** Regular, Full-Time
- Location:** Olympia, Washington
- Salary:** Range 68: \$74,604 - \$97,872 (DOQ)
- Opens:** March 5, 2021
- Closes:** Open until filled; first review of the applications to begin March 26, 2021. Preference will be given to complete application packets received by March 26, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time. This announcement may be used to fill multiple vacancies.

POSITION PROFILE

This position establishes and maintains the statewide guardian monitoring program. The program's primary goal is to increase the court's ability to gather information about the physical, emotional and financial well-being of persons subject to guardianship, thus increasing the court's ability to prevent and detect abuse, neglect, and exploitation of these individuals. Persons subject to guardianship are more at risk for abuse, neglect, and exploitation when few people are involved in their lives. This program will combine the expertise of court personnel with the experience and commitment of dedicated program staff and volunteers, to provide protective oversight and assure that court-appointed guardians are fulfilling the responsibilities entrusted to them.

The Guardian Monitoring Program Coordinator reports to the Manager of the Office of Guardianship and Elder Services, this expert professional works independently with significant independent judgment and decision-making authority. Interacts regularly with court staff, all levels of division staff, and external stakeholders, throughout the state.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

DUTIES AND RESPONSIBILITIES

- Maintains project plans (schedule, resources, risk, issues); applies project management methodology & best practices to achieve optimal results from each project.
- Establishes MOUs (Memorandum of Understanding) with superior courts.
- Develops and documents monitoring protocols, including the case sample size necessary to get results that reflect the target population as precisely as needed.
- Works with local/regional educational institutions to arrange for student volunteers with backgrounds in financial, legal, medical, social services, and other related fields.
- Develops a training curriculum and coordinate training events for guardians and Regional Volunteer Coordinators throughout the state.
- Throughout monitoring and auditing, in collaboration with the Regional Volunteer Coordinators, seeks to identify the quality of the existing essential court data and develops an appropriate effective design for data collection and reporting concerning the number, type, and status of decision support options and regularly report to the courts. Collects and analyzes the data and prepares annual reports including recommendations regarding program improvement and enhancement to share with the Supreme and superior courts.
- Gathers relevant complaint information and develops reports that include complaint data such as the number of complaints received, the number of complaints resolved, the reasons for claims, and the relationship of complainants to persons in a decision support arrangement, and other relevant information.
- Organizes and staffs an advisory board to establish training manuals and program rules and priorities.
- Works with unit team to develop regularly coordinated information via phone, email and e-newsletter to support transparency.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Performs other duties as required.

REQUIRED QUALIFICATIONS AND CREDENTIALS

A Juris Doctor or Master's degree in court administration, public administration, political science, business administration, social work or closely allied field, **AND**

Five (5) years of responsible experience in court administration, project management, and/or program development, including one (1) year in a facilitating, supervising, or lead role and/or managing/ directing groups, committees and professional staff.

Relevant experience may substitute for the required education.

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

- Experience working in the courts, with judges, or with attorneys;
- Experience working with diverse populations;
- Experience working with community groups and organizations;
- Manage multiple projects; and

- Have the ability for overnight travel around the state.

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 meeting the qualifications must be reflected on the application.

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

A chronological resume may be submitted as a supplement; but 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 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.

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.