



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

# SENIOR COURT PROGRAM ANALYST

## Office of Guardianship & 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 #:** 2021-68  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 64: \$67,560 - \$88,644 per year (DOQ)  
**Opens:** September 21, 2021  
**Closes:** Open until filled; first review of the applications to begin October 13, 2021. AOC reserves the right to close the recruitment at any time. This announcement may be used to fill multiple vacancies.

***The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.***

**Note:** Per [Washington State Supreme Court Order No. 25700-B-669](#), employees of the Supreme Court and the Administrative Office of the Courts must be fully vaccinated no later than November 1, 2021. If offered employment, your vaccine status will be verified at your new employee onboarding. Please note medical or religious accommodation may be available, once an offer of employment is made.

### POSITION PROFILE

This Sr. Court Program Analyst position manages participation of diverse stakeholder groups in development, implementation and evaluation of significant, high-impact changes to judicial programs, court processes, practices, and staffing to improve the efficiency/effectiveness and integrity of court operations as well as enhance consumer experiences and outcomes.

This is a senior professional level job that works with minimal supervision and applies independent judgment and decision making on complex, highly technical investigations and applications. Position may include supervising/reviewing the work of other professional staff and support staff.

Complex and highly technical generally means:

1. Work having a high degree of sensitivity;

2. Work in which a mistake could have a high cost to the agency and to the public; or
3. Work involving novel issues requiring the exercise of a high degree of judgment or the development of regulatory policy and practice or of new legal theories.

Work is complex when it includes:

1. Setting significant regulatory policy, or creating legal precedent in evolving areas of the law;
2. Handling matters requiring a comprehensive knowledge of guardianship statutes, GR 23, CPGB regulations, interrelationships between various state and federal laws and rules of self-regulatory organizations and the laws of related areas such as real estate, insurance, administrative and elder law;
3. Performing legal analysis and case preparation, developing case strategy, negotiating settlements or conditions and engaging in trial or hearing practice in matters involving multiple parties or the application of multiple regulatory schemes;
4. Achieving resolutions to situations with troubled guardianship agencies or individual certified professional guardians, balancing the competing claims of interested persons or groups of persons.

## **DUTIES AND RESPONSIBILITIES**

- Plans, implements, monitors and evaluates court program components involving significant impact on judicial programs, including completion of complex or highly technical major projects and objectives.
- Primary staff support to the Certified Professional Guardianship Board's Application Committee. Plans, implements, produces findings and recommendations regarding guardian investigations. Investigations involve highly sensitive and technical analyses of physical and verbal evidence. Investigative results and recommendations are presented to the CPGB for review. Work with Assistant Attorneys General (AAG) regarding court documents, evidence and investigatory processes.
- Provides training to courts, guardian associations, DSHS protective services and others. Provides testimony to the CPGB, legislature, and other stakeholders. Organizes and executes comprehensive investigations of certified guardians in response to grievances. Demonstrates ability to analyze, interpret and apply relevant standards of practice and statutes. Completes research, assessments, and provides recommendations to the CPGB, AOC, and/or stakeholders.
- Provides information, assessment, consultation, support and recommendations to AOC, courts, associations, boards, and commissions regarding guardianship, best practices, and other activities within major operational areas (i.e., meeting coordination and facilitation, contract compliance, performance management, grievance process delivery, etc.) to achieve consistent, efficient, and effective operations and resolution of grievances.
- Analyzes and evaluates proposed legislation and its probable impact upon project and program goals. Prepares memorandums or briefs on proposed legislation.

Legal Analysis/Drafting. An intermediate level of competency is required for the following:

- Independently performs professional legal work; applies financial analysis and policy analysis in certification or enforcement context; analyzes suitability of various available remedies for a particular case; identifies appropriate form of action or combination of actions (administrative sanction(s) and/or forward matter to the court or to law enforcement), and drafts effective remedy provisions; effectively applies the factors to be considered in determining whether to refer a case to the court; Keeps up to date on state and federal legislation, case law, and administrative pronouncements applying to a variety of subject matters relevant to guardianship and elder and disability services.
- Consulting with the Standards of Practice Committee staff on complex cases; selecting appropriate technology for case management, education support\visual aids and effective use of technology.
- Conducts effective outreach and technical assistance sessions with guardians or potential guardians; uses negotiation skills to achieve effective and timely settlement of guardianship issues and enforcement cases; creates documented record for review in investigation matters; participates in deposition; deals effectively with opposing counsel; effectively presents testimony, documentary evidence, and demonstrative evidence in hearings and Board meetings.
- Works effectively with guardians and grievants to obtain evidence and to make appropriate recommendations regarding sanctions or dismissals; effectively communicates the results of investigation with guardians and their attorneys as a part of negotiation and resolution of a grievance; works effectively with the CPGB and committees of the Board in a coordinated review process; writes effective reports; works effectively with staff of other agencies on various matters, committees, and task forces (may act as lead on a committee or task force).

An accomplished level of competency is required for the following:

- Performs legal analysis and interpretation; drafts legal pleadings, interpretive letters, agreements, memoranda and briefs; effectively applies disclosure standards in registration and enforcement contexts; conducts legal research including computerized legal research; case and file management.
- Develops an effective investigative plan and implements or supervises the implementation plan; responsible for a large file load or case load and maintains progress on a number of matters simultaneously; effectively conducts and manages investigations of financial exploitation, sexual or physical abuse, neglect and/or regulation violations; effectively conducts interviews with witnesses and other involved persons; effectively coordinates certification and registration activities with investigation activities; manages investigations involving a substantial volume of documentary evidence; works with various internal and external databases and databases of other state agencies to which the AOC has access.
- May supervise the work of other professional staff and support staff.
- Performs other duties as assigned.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#). (Use this version if the manager really deviates from the job description.)

## REQUIRED QUALIFICATIONS AND CREDENTIALS

### Qualifications and Credentials\*

- A Bachelor's degree in court administration, public administration, political science, business administration or closely allied field, **AND**
- Five (5) years of responsible experience in court administration and/or program development, including one (1) year in a supervisory or lead role and/or managing/directing groups or teams.

\*Certain positions may require a law degree in addition to the qualifications above. Relevant experience may substitute for the required education.

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

A Juris Doctorate degree from an accredited school of law; **AND**

- Membership in good standing with the Washington State Bar Association;
- Four (4) years of experience as a practicing attorney or similar legal work.

Candidates with experience in legal investigative work and/or program development, and/or analysis and evaluation of law or policy and/or meeting facilitation and/or managing/directing groups or teams will be preferred.

Relevant experience may substitute for the required education and/or WSBA membership.

- Experience working with adults with disabilities and elders
- Experience working with diverse populations
- Litigation experience

## 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 <https://www.courts.wa.gov/employ/Application.pdf>, 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](mailto: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](mailto: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](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.