



Washington Courts Employment Opportunity

Administrative Office of the Courts

EQUITY & ACCESS PROGRAMS LEAD **(Senior Court Program Analyst)** **Office of Court Innovation/Equity and Access**

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 #:** 2021-80
- Status:** Regular, Full-Time
- Location:** Olympia, Washington
- Salary:** Range 64: \$67,560 - \$88,644 per year (DOQ)
- Opens:** November 3, 2021
- Closes:** Open until filled. The first review of the applications received will be on November 21, 2021. AOC reserves the right to close the recruitment at any time.

Most positions require residency in Washington State. If you are invited to interview and currently reside outside Washington State, you may seek more information about residency requirements from the AOC hiring manager for this recruitment.

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: All AOC employees must be fully vaccinated against the COVID-19 virus by November 1, 2021. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has verified their vaccine status or an approved accommodation.

POSITION PROFILE

Make a Difference in the Court System - Be a Part of the Change

The AOC is seeking an Equity and Access Programs Lead to work within its Office of Court Innovation. With AOC's Office of Court Innovation, you will join a tight-knit team of skilled policy analysts and researchers who work on topics that are incredibly relevant to the issues we see in the court system today.

The Equity and Access Program Lead will provide statewide leadership, expertise, and support for courts in ensuring equal access to justice, especially for unrepresented court users. This position will focus on identifying policies and practices that can address barriers to court for those who do not have access to legal representation. This position will convene various committees, workgroups, or task forces made up of multi-disciplinary stakeholders in the judicial branch, legal aid community, and communities who are in most need of equitable access.

The Equity and Access Programs Lead is a position that falls under the Office of Court Innovation and will report directly to the Associate Director of the Office of Court Innovation. They will act as lead for the growing Equity and Access Program and will help in its formation and implementation.

An understanding of systemic racism and oppression, and the courts' role in perpetuating it, is required for this position. The Equity and Access Programs Lead will be focused on identifying and breaking down barriers to accessing courts, focusing on the experience of the court user who is least likely to have equitable access.

DUTIES AND RESPONSIBILITIES

- Leads statewide effort to create and support programs and projects focused on improving equity and access in the courts.
- Facilitates collaboration among judicial branch partners, legal aid organizations, access to justice community, court users, and other key partners.
- Develops policies and strategies with and for the people who experience the most barriers to accessing justice.
- Evaluates proposed legislation and its impact on equity and access in the courts and communicates analysis with various stakeholders.
- Prepares reports and presents information to various court and community stakeholders. May provide technical assistance and consultation to courts, court partners, and the community around issues of equity and access in the courts.
- Develops education and training for courts, court partners, and community.
- Provides leadership to the Equity and Access team, and coordinates with the Associate Director of the Office of Court Innovation in determining the direction of the program.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

REQUIRED 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 (this job does not require a law degree).

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

- Experience coordinating policy, projects, or programs related to equity or access to justice.
- Experience working on diversity, equity, and inclusion initiatives, or access to justice initiatives.
- Lived experience as someone who has or had barriers accessing court or other government services.
- Knowledge of the court's role in perpetuating systemic racism.
- A law degree or an advanced degree in public policy, social science, ethnic studies, or a closely allied field.

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. **Resume** (chronological)
3. **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 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.