



Washington Courts Employment Opportunity

Administrative Office of the Courts

BUDGET ADVISOR

(Court Budget Advisor)

Office of Financial & Budget Services

PART-TIME (50% OF A FULL TIME POSITION)

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 #: 2021-86
Status: Regular, Part-Time*
Location: Olympia, Washington
Salary: Range 60: \$30,612 - \$40,146 per year (DOQ)**
Opens: November 16, 2021
Closes: Open Until Filled; first review of the applications received will be on December 1, 2021. AOC reserves the right to close the recruitment at any time

****Duration: This is a project-funded position and is dependent on continued project funding. Funding is anticipated to continue through June 30, 2023.**

****Salary has been adjusted to reflect 50% of the full-time wage; Health benefits are included with this position; retirement benefits are prorated at 50%.**

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

The part-time Budget Advisor (Court Budget Advisor) is responsible for the technical preparation, accuracy review, submission, and implementation and monitoring of the biennial and supplemental operating budgets for the Washington State Supreme Court, Court of Appeals, Office of Civil Legal Aid, and Administrative Office of the Courts (AOC).

While reporting to the Comptroller, this position performs professional level budget preparation work and interacts directly with AOC management, the Office of Financial Management staff and legislative staff in the technical budget preparation process. Work is performed independently with considerable decision making responsibility within the budget area of expertise.

DUTIES AND RESPONSIBILITIES

Responsibilities further include the monitoring and analyzing of revenue collection data in the General Fund and the Judicial Information Systems (JIS) account. Other duties include revenue forecasting for the judicial branch and providing the information to management.

This position also assists the Comptroller in the overall development of the biennial and supplemental budgets for the judicial branch of Washington State government and for the preparation of the biennial and supplemental allotments. This includes assisting all agencies (Supreme Court, Office of Public Defense, Office of Civil Legal Aid, Court of Appeals, Law Library and Administrative Office of the Courts) with their biennial and supplemental budgets and allotment preparation. Other duties include participating on the JIS accounting committee to analyze legislative action that affects fines and fees. The committee is responsible for the analysis of the legislation and providing the appropriate codes to the courts for the distribution of revenue.

This position reports to the Management Services Comptroller and works directly with AOC management, the Office of Financial Management staff and legislative staff in the technical budget preparation process. Analyzes, prepares reports and makes recommendations to the Court of Appeals and court department management on complex financial and budget data.

Performs professional level budget preparation duties. Work is performed independently with decision making responsibility within specified area of expertise. Work performed includes analysis, review and interpretation of reports, development and presentation of budget and management reports, and recommendation for enhancement of business processes.

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 or going the AOC Job Opportunities website at: <https://www.governmentjobs.com/careers/courtswa>

REQUIRED QUALIFICATIONS AND CREDENTIALS

- Bachelor degree in Business or Public Administration or closely related field; **AND**
- Five (5) or more years of progressively responsible State of Washington budgeting experience; **OR**
- Significant combination of college credit in accounting, budget preparation and/or management analysis combined with four years of progressively responsible budgeting and/or management analysis experience internal or external to the State of Washington.

A combination of relevant education and experience demonstrating a working knowledge of the duties and responsibilities of the Court Budget Advisor may be considered in the meeting the qualifications.

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

- Previous Washington State agency budget experience.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

[CLICK HERE TO APPLY](#)

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. **Application for Employment**

A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.

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.