



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### PRINCIPAL STAFF ATTORNEY (Legal Services Principal Analyst) Court Services Division, Legal 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 #:** 2021-87  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 69: \$76,416 - \$100,308 per year (Depending on Qualifications)  
**Opens:** December 6, 2021  
**Closes:** Open until filled; AOC reserves the right to close the recruitment at any time.

**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.**

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

**Due to the COVID-19 pandemic, remote work is currently expected. When approved to return to the office, the incumbent will work with their supervisor to identify and appropriate work schedule and balance, including telework and reporting to the Olympia office for work activities.**

**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

This position will work under the general guidance of the Legal Services and Appellate Court Support Manager to implement a new program to provide legal research services to trial court judicial officers and update and training programs. The Principal will assist with recruiting and onboarding legal and administrative staff, establishing program guidelines and protocols, and a communication plan.

Provides expert legal guidance and performs legal research, writing and editing on complex legal issues for Washington State courts, committees and the Administrative Office of the Courts.

Provides services directly to judicial officers in their official capacity or as leaders of court associations or committees under the general direction of the Manager. Provides expert legal research and advice.

This is an expert level job that works independently with minimal guidance and supervision on the most complex legal issues, research and projects. Exercises broad decision-making authority within the area of responsibility and expertise defined and directed by the Manager. Interacts regularly with AOC staff, judicial officers, judicial committees, and Legislature and court system personnel. Reviews and assigns work to Legal Analysts and administrative support staff as directed.

## DUTIES AND RESPONSIBILITIES

*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 by going to the AOC Career Opportunity website at: <https://www.governmentjobs.com/careers/courtswa>.*

## REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Juris Doctorate degree from an accredited school of law, **AND**
- Membership in good standing with the Washington State Bar Association
- Six (6) years of experience as a practicing attorney or similar legal work.

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

- Knowledge of the Washington State court system, criminal and civil procedures and substantive criminal and civil law.
- Experience researching and responding to legal information requests from judges, court system personnel, and other constituents.
- Ability to earn the trust, respect, and confidence of coworkers and clients through consistent honesty, discretion, forthrightness and professionalism in all interactions.
- Ability to prioritize and effectively manage time and resources in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work; attention to detail.
- Ability to consult with and keep appropriate staff informed on specific work assignments.

## HOW TO APPLY

For more information about the position, to review the job description, application submission requirements, supplemental questions, inquire about benefits, or to apply for the position:

[CLICK HERE TO APPLY](#)

#### 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.**