



**Administrative Office of the Courts  
JOB #2016-057-A06**

**SENIOR COURT PROGRAM and  
POLICY ANALYST**  
**For the Superior Court Judges' Association**

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*Exciting Career Opportunity!*

**BENEFITS OF  
WORKING FOR AOC**

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

**WHERE IS AOC  
LOCATED?**

**T**he Administrative Office of the Courts 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.

**SALARY:** \$57,144 TO \$74,964 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** December 6, 2016

**CLOSES:** **Open until filled; first review of applications will be January 11, 2017.**

**POSITION PROFILE**

Manages participation of diverse stakeholder groups within the Superior Court jurisdiction in the 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 experiences and outcomes.

This is a senior professional level job that works with minimal supervision and applies independent judgment and decision making on complex, and highly technical, major projects.

This position will be designated to provide policy work for the Superior Court Judges' Association (SCJA). Work will be directed by the Executive Committee of the SCJA with day-to-day supervision by the Administrative Office of the Courts (AOC).

**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.

**T**he Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

## **AGENCY-WIDE VALUES & COMPETENCIES**

### **Agency Values**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Researches and analyzes national trends and data on specific projects assigned by the Executive Committee of the SCJA. Designs and analyzes alternative management techniques and estimates the statewide impact of implementing proposed change(s). Completes research, assessments, and provides recommendations to the SCJA. Provides updates to the State Court Administrator to coordinate analysis, reports and statewide efforts.

Provides information, assessment, consultation, support and recommendations to AOC, courts, associations and boards and commissions within major operational areas such as court service delivery and/or judicial system policy and procedure to achieve consistent, efficient, and effective programs and operations.

Analyzes and evaluates proposed legislation and its probable impact upon project and program goals; prepares briefs on proposed legislation.

Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

Successful applicants will have experience demonstrating the following:

- Ability to understand customer expectations and deliver work products meeting those expectations
- Ability to earn the trust, respect, and confidence of judges, managers, coworkers and others through consistent honesty, forthrightness and professionalism in all interactions
- Highly developed oral and written communications skills
- Ability to form effective goals and achieve them through the use of objectives, timelines, action plans and solutions
- Ability to prioritize and effectively manage time in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work
- Ability to analyze, evaluate, and develop comprehensive recommendations and options
- Ability to multi-task and effectively work on multiple projects simultaneously

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, 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).

**SPECIAL NOTE:**

**All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.**

Application materials will be screened for the purposes of determining who will be selected for an interview.

**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 experience in research, policy analysis, and/or collaborating with stakeholders or related justice organizations.

*Relevant experience may substitute for the required education.*

Preference may be given to applicants with:

- ◆ A Juris Doctorate degree who are members in good standing of the Washington or other state bar association with no history of disciplinary action.
- ◆ A Master’s degree in court administration, public administration, political science, business administration or closely allied field.

**APPLICATION PROCEDURE**

**To be Considered for this Position, Please Submit:**

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), then click on Current Openings link, go to bottom of page).

***Failure to submit the required materials listed above may eliminate your application from consideration.***

Submission by email is preferred: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov); or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170