



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### Project Coordinator (Senior Court Program Analyst)

**PART-TIME (50% POSITION)**

**For the Office of Court Innovation, Gender and Justice Commission**

*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 #: **2021-04**

Status: **Regular, Part-Time (50%)\***

Location: **Olympia, Washington**

Salary: **Range 64: \$33,780— \$44,322 per year (DOQ) \*\***

Opens: **February 1, 2021**

Closes: **February 22, 2021**

**\* Duration: This is a grant-funded position and is dependent on continued project funding. Funding is allocated to the Administrative Office of the Courts on an annual basis and is expected to continue. Benefits are included with this position.**

**\*\* Salary has been adjusted to reflect 50 percent of the full-time wage; this position is eligible for benefits.**

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

#### POSITION PROFILE

This position reports to the Administrative Manager of the Supreme Court Commissions and will be working closely with the Gender and Justice Commission (GJC). The GJC was established by the Washington Supreme Court in 1994 to monitor and implement the recommendations from the report: Gender and Justice in the Courts, Washington State, 1989. In order to gain a better understanding of gender bias in the courts today, the Commission is currently evaluating the status of the recommendations from the 1989 Report and undertaking further study in new priority areas, with a focus on the intersection of gender and race, poverty, and other identities.

The purpose of the Commission is to identify concerns and make recommendations regarding the equal treatment of all parties, attorneys, and court employees in the State courts, and to promote

gender equality through researching, recommending, and supporting the implementation of best practices; providing educational programs that enhance equal treatment of all parties; and serving as a liaison between the courts and other organizations in working toward communities free of bias.

Additional information about the Gender and Justice Commission may be found at:

[www.courts.wa.gov/genderjustice](http://www.courts.wa.gov/genderjustice)

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. 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.

Performs legal writing and editing related to the Domestic Violence Manual for Judicial Officers, Sexual Violence Bench Guide for Judicial Officers, and other judicial and court staff resources maintained by the Washington State Supreme Court Gender and Justice Commission.

Interacts regularly with judicial committees, court staff, and AOC staff. May supervise/review the work of other professional staff and support staff.

*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.*

## DUTIES AND RESPONSIBILITIES

Provides direct support services to judges and judicial committees; meets with committees and subcommittees to develop materials; prepares minutes, prepares draft materials for committee approval, and handles certain administrative matters as necessary.

Specific duties of this position include:

Maintain and update Gender and Justice Bench Guides and Bench Cards:

- Regular content review to determine needed updates
- Prioritizing which chapters to update in a given year
- Research and draft updates
- Utilize GJC's Domestic and Sexual Violence Committee and other stakeholders/experts identified by GJC to review and finalize content

After each legislative session:

- Develop legislative updates document on changes to project-related legislation
- Incorporate updates into bench guides and/or disseminate as supplement

Periodic case law updates:

- Periodically produce case law updates document for project-related cases
- Incorporate updates into bench guides and/or disseminate as supplement in years where guide is not being updated

Provide staffing as assigned to Gender and Justice Commission task forces/work groups/committees related to domestic violence, sexual assault, and other related issues.

## REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in court administration, public administration, public health, social science, 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.
- ***This particular position requires a Law Degree from a nationally accredited college.***

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

Experience in the courts of Washington as a practicing attorney or law clerk. Knowledge of substantive areas of civil and criminal law including, but not limited to domestic violence, sexual assault, protection orders. Excellent research and writing skills. Experience in project management or program coordination. Experience working with multidisciplinary groups that include court stakeholders, elected officials, legal system representatives, and community organizations.

## 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 must be on the application.

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)
3. **Judicial Branch/AOC Application for Employment**

The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page.

**It is preferred applications be emailed to [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).**

**You can also mail your materials to:**

Administrative Office of the Courts  
Attn: Human Resources  
PO Box 41170, Olympia, WA 98504-1170

**Faxed copies can be sent to 360-586-4409.**

Late applications will not be accepted when a deadline is expressed. The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts; the Application is located at the bottom of the page.

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, and the materials submitted. All information may be verified and documentation may be required. 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 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.