



Washington Courts Employment Opportunity

Administrative Office of the Courts

ASSOCIATE DIRECTOR

OFFICE OF JUDICIAL & LEGISLATIVE RELATIONS

[>Click Here for Further Information<](#)

Employment Status: **Regular, Full-Time**

Location: **Olympia, Washington**

Salary: **\$100,000 TO \$115,000 per year DOQ**

Opens: **October 15, 2018**

Closes: **Open Until Filled**

First review of applications to begin Nov. 6, 2018

POSITION PROFILE

Responsible for facilitating and enhancing judicial branch communications and relationships with state executive and legislative branches.

Reporting to the State Court Administrator, responsible for development and planning activities regarding legislation and coordination of communications with the executive branch at the direction of Administrative Office of the Courts (AOC) executive management and judicial branch leadership.

Duties are expected to be performed with the highest level of expertise and integrity. Decision making responsibility covers strategic activities supporting judicial branch legislative positions and initiatives. The position requires proven ability to be successful in the use of judgment, discretion, and communication in the decision making process.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** attached to this Announcement. Or at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.*

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in business, public, or judicial administration or closely allied field **AND**:

- Eight (8) years' experience in the areas of policy development, governmental relations, court administration, law practice or other closely allied field.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibility of Associate Director, Office of Judicial and Legislative Relations may be considered in meeting the qualification baseline.

THE PREFERRED CANDIDATE WILL HAVE

A degree in law from an accredited college or university and be in good standing with the Washington State Bar Association.

A working knowledge of the Washington State legislature and issues of concern to the judiciary.

A working knowledge of the Washington State judicial branch entities and agencies.

Experience in development and implementation of legislative strategy at the local and/or state level.

ADDITIONAL INFORMATION

- ◆ Workweek may fluctuate depending on workload or agency need.
- ◆ Overnight travel may be required based on business need.
- ◆ This position is not covered under the Fair Labor Standards Act (FLSA).

HOW TO APPLY / 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 and for you to be considered for this recruitment. Note: ALL sections of the Application must be completed. **"See resume"** is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**

The Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

Our review of applications for this opportunity will begin on November 6, 2018, and we may close this recruitment at any time after that date if enough qualified applications are received. If you are interested in this opportunity, your prompt application is encouraged.

The quality and completeness of the application, **along with the ability to follow stated application instructions**, will be considered in determining whether applicants will move to the next phase of the screening process.

It is preferred applications be emailed to employment@courts.wa.gov. 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.

The AOC is an equal opportunity employer and does not discriminate on the basis of 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 Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts (AOC) 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.

MORE 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, a team-oriented culture, and a balance of family and work life in a wonderful community are 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.



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