



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

# LEGAL SERVICES SENIOR ANALYST - ATTORNEY

Office of Legal Services & Appellate Court Support

**Our Mission:** Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts 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 #:** 2020-29

**Status:** Regular, Full-Time

**Location:** Olympia, Washington

**Salary:** Range 64: \$67,560 — \$88,644 per year (DOQ)

**Opens:** October 21, 2020

**Closes:** Open until filled; first review of applications to begin November 4, 2020. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

**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

Provides expert legal consultation/advice and performs legal writing and editing related to the business operations of the Administrative Office of the Courts.

Reporting to the Legal Services (LS) and Appellate Court Support (ACS) Manager, this is an expert level job that works independently with minimal guidance and supervision. Exercises broad decision making authority within the area of responsibility and expertise defined and directed by the LS & ACS Manager. Interacts regularly with AOC staff, judicial committees and court staff.

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](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts and the Announcement.

## DUTIES AND RESPONSIBILITIES

- Provides legal analysis on issues affecting the business operation of AOC.

- Provides legal and administrative staff support to judicial committees; meets with committees and subcommittees to develop materials; records minutes and handles administrative matters for the committee.
- Works with judicial committees to develop bench books and manuals; records minutes, prepares a detailed outline of the publication for committee approval, and develops comprehensive work plan for the development and publication of bench books and manuals; assists in preparation of budget for publications.
- Writes and edits bench book and manual drafts; prepares manuscript for final publication; plans, coordinates, edits, and writes updates to bench books and manuals.
- Coordinates the distribution and review of materials by judges and other experts; prepares status reports and other information on publications and special projects.
- Researches court rules, statutes, and case law relative to forms, jury instructions, potential court rules, legislation, and publications.
- Assists in development and review of legislation for the judiciary, as requested by the State Court Administrator and judicial committees; may serve as a member of the legislative team; attends legislative hearings as required.
- Makes presentations on legal topics to Administrative Office of the Courts staff, court personnel, and members of the Washington State Bar Association (WSBA).
- Responds to legal information requests from judges, court staff, and other constituents.
- Performs other duties as required.

#### 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; **AND**
- Four years of experience as a practicing attorney or similar legal work.

#### 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 law including, but not limited to, criminal, civil, family law, and protection orders.

#### 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.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Judicial Branch/AOC Application for Employment**
- ✓ One **legal writing sample** of your own work, no longer than 15 pages

The Judicial Branch 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.

**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.

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.
- Make sure your application and cover letter (if requested) directly addresses 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**

- 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).

*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 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 to complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE: Prior to 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.**

**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 (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 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.