

Closing Date Revised to Open Until Filled

**Supreme Court Reporter of Decisions Office
Olympia, Washington**

REPORTER OF DECISIONS

The Washington Supreme Court in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill the Reporter of Decisions position. The Reporter of Decisions is a constitutional officer of the Washington Supreme Court responsible for the accurate and timely editing and publishing of appellate court opinions in both hard copy and on the Internet. The reporter also oversees publication of the *Cumulative Subject Index*. Approximately half of the reporter's work is accomplished for the Court of Appeals.

The Reporter of Decisions activities may include:

- Managing the reporter's office including employees, expenditures, personnel policies, and publication timetables and schedules.
- Reviewing and revising headnotes for opinions, coordinating the process of editing judicial opinions, drafting opinion change orders and change memoranda, and answering case caption questions.
- Publishing and revising the *Style Sheet* and the extensive legal citation and style materials in the *Opinion Citation and Style Guide*, creating and updating procedures manuals, and planning and leading various meetings.
- Drafting, negotiating, and administering publishing contracts and licensing agreements.
- Coordinating the publications of Washington appellate court opinions on the Internet.

The minimum qualifications for the Reporter of Decisions are:

- Law degree and membership in good standing with the Washington State Bar Association or another state bar association
- Significant experience in editing legal or similar publications, such as appellate court reports, legal treatises that include case law, or law reviews
- Significant supervisory experience in a law-related environment
- Significant experience in coordinating with other agencies, organizations, and the public
- Experience working in an on-line legal environment, electronic publishing tools and technologies

A complete description of the position, including salary information and application instructions can be found at www.courts.wa.gov/employ, click on Current Openings/Washington Courts. The career section of our website also contains a complete list of other current employment



opportunities. We encourage you to peruse this site for other positions that you or your colleagues may be qualified for.

SALARY AND BENEFITS:

- \$94,000 to 100,000 annually, depending on experience
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit cover letter, résumé, and completed judicial branch application (found [here](#)), by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention: Human Resources
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov (preferred)

Fax: 360-586-4409

No applications will be accepted by the Supreme Court.

CLOSING DATE: This position is Open Until Filled. Candidates are encouraged to apply at their earliest convenience. The Supreme Court reserves the right to close the recruitment at any time.

The Supreme Court 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.