



Washington Courts Employment Opportunity

Administrative Office of the Courts

ADMINISTRATIVE SECRETARY – SUPREME COURT COMMISSIONS

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

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

Location: **Olympia, Washington**

Salary: **Range 40: \$2,963 — \$3,849 mo. (DOQ)**

Opens: **March 25, 2019**

Closes: **April 8, 2019 at 5:00 p.m.**

POSITION PROFILE

This position provides a broad range of administrative and secretarial support for the three Supreme Court Commissions: Minority and Justice Commission, Gender and Justice Commission, and the Interpreter Commission and Program. The Supreme Court Commissions are focused on access to justice, with a specific lens towards racial equity, gender equity, and language access in the Washington State Courts. This position supports the work of the Supreme Court Commissions Manager, Court Program Analysts, serves as staff for the Commission on Children in Foster Care, and works closely with the Gender and Justice Commission on issues related to Domestic Violence, Sexual Assault, and building relationships with Tribal Courts.

Work is balanced between independent assignments and working with a team. The position requires the ability to learn a variety of processes, procedures, policies, and rules related to the Administrative Office of the Courts. Coordinates arrangements for Commission meetings, education conferences, and other events. Organizes meeting logistics, meeting materials, and meeting minutes. Innovative thinking and good communication are both key to success in this position.

*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

An Associate of Arts degree in secretarial science from an accredited college or business school

AND:

Four (4) years of secretarial experience in a professional work environment.

Advanced skills using office suite software tools. Relevant work experience may substitute for education.

A combination of education & experience demonstrating a working knowledge of the duties & responsibilities of Administrative Secretary may be considered in meeting the qualifications.

PREFERRED / DESIRED QUALIFICATIONS

Experience providing administrative support in the government, legal, or non-profit sectors. A passion for social justice and an ability to discuss issues related to race, gender, and/or language access.

Good communication and writing skills. Proficient in Microsoft Word, Outlook, and Excel. Good organization skills and the ability to multi-task.

ADDITIONAL INFORMATION

- ◆ Workweek may fluctuate depending on workload or agency need.
- ◆ Overnight travel may be required based on business need.
- ◆ This position is 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 will all be considered in determining whether applicants move to the

next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. 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.

All application materials must be received by 5:00 p.m. on the closing date of this posting. 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. Late applications will not be accepted.

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 (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 for more information about Washington Courts, Compensation and Benefits.



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