

**Supreme Court Clerk's Office  
Olympia, Washington**

**DOCKET SPECIALIST – PERSONAL RESTRAINT PETITION/CAPITAL CASE**

The Supreme Court Clerk's Office in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill one full time Docket Specialist – Personal Restraint Petition/Capital Case position. The Docket Specialist is responsible for the docketing of all procedural matters pertaining to personal restraint petitions, motions for discretionary review of personal restraint petitions and death penalty cases.

This position performs critical tasks in the processing of cases, requiring a wide knowledge of the Washington court system in general, with specific expertise in appellate procedures.

The minimum qualifications for the Docket Specialist are an associate of arts degree in legal secretarial science **AND** five years secretarial/clerical experience, two years of which must be in a legal environment.

**OR**

Graduation from high school **AND** Six years secretarial/clerical experience, four years of which must be in a legal environment. One year data entry experience required.

Appellate court experience preferred.

A complete description of the position, including salary information and application instructions can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ). 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:**

- \$39,516 to \$51,148 annually (Range 49)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

**APPLICATION PROCEDURE:**

Submit résumé and completed judicial branch application by postal service, email, or fax to:

Washington State Administrative Office of the Courts  
Attention Human Resources Office  
1206 Quince St SE  
P.O. Box 41170  
Olympia, WA 98504-1170

Email: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov)

Fax: 360-586-4409

**No applications will be accepted by the Supreme Court Clerk's Office.**

**CLOSING DATE: Application packets must be received by end of day January 10, 2014.**

*The Supreme Court is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. 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](mailto:Employment@courts.wa.gov).*