



Administrative Office of the Courts

COURT ASSOCIATION ASSISTANT

Scope of Responsibility

- Reports to an Administrative Office of the Courts Manager and may take direction for specific assignments from senior staff.
- Provides assistance and coordination to staff by providing administrative and program support to judicial and court association staff and membership.
- Works independently within assigned area of expertise and responsibility, and participates on project team activities.

Essential Activities

- Provides administrative support to judicial and court administrative associations; makes arrangements for conference training and meeting facilities; arranges for and monitors billings, fees, travel expenses and other financial transactions related to conferences, meetings, and programs; prepares agendas and meeting notices; attends meetings and prepares and distributes minutes when necessary.
- May assist staff with monitoring legislative bills related to judicial associations and related committees.
- May assist staff with various projects that include conducting studies, gathering information, staffing committees and preparing narrative reports, memoranda, and presentation and training materials for judicial and court administrative associations.
- Assists in the development and revision of forms and procedures necessary for implementing programs, court rules and legislation.
- Responds to correspondence, telephone, and email requests for technical assistance, publications, and other information.
- Confers with and assists management personnel on proposed and implemented projects.
- Performs other duties as required.

Key Competencies

- Knowledge of: organization and operation of the Washington State court system; procedures and practices within the judiciary; techniques of business correspondence and report writing.
- English grammar and spelling; clerical procedures; office practices and procedures; word processing concepts, tools, and other computer applications; commonly used office equipment; and transcription.
- Ability to coordinate numerous program activities; plan work efficiently; establish and maintain effective working relationships with governmental and court officials at all levels.
- Communicate effectively, both orally and in writing.
- Interact professionally with the public and customers of the agency; prepare correspondence and reports independently.

Qualifications and Credentials

A Bachelor's degree in public, court or business administration, or related field **AND**

- Four years of experience in progressively responsible administrative program support.
- Demonstration of relevant experience may substitute for education requirement.

SALARY RANGE: 53

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- 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).

1/14: Revised
9/98: Revised Title/Duties/Range
2/94: Revised