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JOB #2019-42-SC2

Supreme Court Clerk's Office Olympia, Washington

ADMINISTRATIVE OFFICE ASSISTANT

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 Administrative Office Assistant position. The Administrative Office Assistant is responsible for filing and maintaining the Clerk's Office official Supreme Court files, and a variety of legal/clerical/secretarial functions which require specialized court, clerical, and technical knowledge. The incumbent will also serve as backup to the Senior Administrative Office Assistant. Please refer to the Job Description for more details at [Washington Courts Current Job Openings](#).

The minimum qualifications for the Administrative Office Assistant are an Associate of Arts degree in secretarial science or related field from an accredited college or business school **AND** two years of administrative/secretarial/clerical experience; **OR** graduation from high school or GED **AND** four years of clerical/secretarial experience.

- Preference will be given for appellate or trial court experience.
- Must be able to lift and move heavy files/boxes of 35-50 pounds.

A complete description of the position, including salary information and application instructions can be found [here](#). 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:

- Range 36: \$33,372 to \$44,184 annually (DOQ)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan



APPLICATION PROCEDURE:

Submit a **cover letter** specifying how you meet the qualifications of the position (no more than two pages), **résumé** and completed **judicial branch application** (found at the bottom of this page: [Washington Courts Current Job Openings](#)) 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 (preferred)

Fax: 360-586-4409

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

CLOSING DATE: Application packets must be received by close of business Monday, September 30, 2019.

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.