

**Senior Administrative Assistant  
Job #2014-029-M5**

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**Where is AOC Located?**

The Administrative Office of the Courts 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 2 hour drive of the city.

**AOC PROFILE:**

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

**JOB NUMBER:** 2014-029-M5

**POSITION:** Senior Administrative Assistant

**SALARY:** \$39,516 to \$51,864 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** July 22, 2014

**CLOSES:** August 6, 2014

**Senior Administrative Assistant Overview**

- Reports at the executive administrative level to an Administrative Office of the Courts Division Director providing expert level work on varied and complex tasks involving priority setting, organization and implementation of administrative matters.
- Responsible for the supervision of agency reception and other clerical line staff position(s) as business needs dictate.
- Work is performed independently with the expectation of working at an expert level of professionalism exercising independent judgment and decision making in administrative matters.
- May be directed to utilize signature authority.
- Expert professional judgment is required regarding the confidentiality of sensitive matter encountered within the course of business operations.

**Key Responsibilities**

- Writes and prepares correspondence, coordinates the administrative activities and operation of the division.
- Coordinates the judicial branch biennial and supplemental budget request communication and document flow.
- Responsible for division specific content on agency sponsored web sites.
- Plans and coordinates conferences and meetings for the Division Director. Maintains calendars and schedules meetings. Coordinates and distributes information to judicial branch leadership, agency division directors and section managers.
- Responsible for managing the flow of agency contracts and grants to ensure proper and timely execution.

**Senior Administrative Assistant**

**AOC Offers...**

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

*The AOC 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)*

**Send materials by email, fax, or postal service to:**

Washington State AOC  
 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)  
 or Fax 360-586-4409

**SPECIAL NOTE:**

**All employees hired by the Administrative Office of the Courts 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.**

**Key Responsibilities (continued)**

- Responsible for working with supreme court chambers staff regarding judicial branch and cross-branch communications in the areas of budget, finance, administrative records requests and other areas as assigned.
- Conducts studies and prepares reports. Acts as a liaison between the Section Managers and the Division Director in coordinating agency programs, plans and operations.
- Responsible for keeping the Division Director informed of significant items requiring review or action. Disseminates information to Section Managers and Division staff including notification of assignments, due date reminders, and requests for progress reports.
- Responsible for confidentiality of materials, files and information.
- Receives and confers with visitors and the public.
- Performs other duties as assigned.

*See Job Description for further information.*

**Qualifications**

A Bachelor's degree in business administration, public administration, or closely related field AND:

- Ability to demonstrate three (3) years of progressively responsible administrative support experience in a similar professional work environment.
- Ability to demonstrate advanced word processing skills.
- Demonstration of relevant work experience may substitute for education experience.

**To be Considered for This Position, Please Submit:**

- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
- A chronological resume including: dates and total months/years in each position held for each previous employer.
- [Completed AOC application form.](#)

***Failure to submit the required materials listed above may eliminate your application from consideration.***