

Note – the closing date has been extended by one week.

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

RECEPTIONIST/SECRETARY

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 Receptionist/Secretary position. The Receptionist/Secretary performs secretarial/accounting/reception duties for the Supreme Court Clerk's Office. Under the direction of the Office Manager, this position performs routine duties with minimal direction; exercises independent judgment and discretion involving direct contact with the public. The position requires technical proficiency to enter accounts receivable data into the QuickBooks accounting information management system, and a basic understanding of the appellate review process. Please refer to the Job Description for more details.

Associate of arts degree in legal secretarial science **AND** two years secretarial/clerical experience; **OR** graduation from high school **AND** five years secretarial/clerical experience, two years of which must be in a legal environment.

Computer and word processing skills required.

Appellate or superior court experience preferred.

A complete description of the position, including salary information and application instructions can be found at 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:

- \$29,112 to \$37,620 annually (Range 36)
- 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** 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

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 August 11, 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.