

Administrative Secretary – Information Services Division

Job #2014-037-I14

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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 two 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: 2014-037-I14

POSITION: Administrative Secretary – Information Services Division

SALARY: \$31,956 TO \$41,508 per year DOQ

LOCATION: Olympia, Washington

OPENS: October 21, 2014

CLOSES: November 3, 2014

If you have applied for an Administrative Secretary position with the Administrative Office of the Courts within the last six months, you do not need to reapply.

Administrative Secretary Position Overview

- Provides a broad range of responsible administrative and secretarial support services to executive, managerial and professional staff.
- Work is performed independently with limited judgment and discretion in defined areas of responsibility.
- Appropriate judgment is required regarding the confidentiality of sensitive matter encountered within the course of business operations.

Key Responsibilities

- May create web content materials using agency software tools according to agency technology standards; hyperlink documents for uploading to web.
- Proofreads, edits, revises, and reformats draft correspondence, reports, letters, newsletters, publications, presentations, and spreadsheets to improve clarity, increase quality and comply with agency standards.
- Drafts and formats correspondence, reports, letters, newsletters, spreadsheets and slide presentations using office suite software according to agency standards.
- Assists professional level program staff in the creation of meeting agendas and the drafting of meeting minutes.
- Coordinates arrangements for conferences and committee meetings.
- Develops and maintains filing and indexing systems, recommending and implementing improvements as appropriate.
- Summarizes project information and statistical data into reports and spreadsheets.
- Operates office equipment, receives and screens telephone calls, makes appointments, makes travel arrangements, and maintains tickler lists as required.

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AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees’ Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- 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

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)

- Provides technical assistance with office equipment, office suite software and agency formatting standards as needed.
- Disseminates rules, policies and operating procedures for specified supported programs upon request.
- Performs other duties as assigned.

Key Competencies

Please refer to job description.

Qualifications

An Associate of Arts degree in secretarial science from an accredited college or business school **AND:**

- Four (4) years of secretarial experience in a professional work environment.
- Advanced skills using office suite software tools.

Relevant work experience may substitute for education.

The preferred candidate will have:

- In depth experience with Microsoft Office 2013 Products, including SharePoint
- Desktop publishing experience
- Experience with designing flyers and brochures including graphics and photographs
- Experience with Adobe Connect

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.

Send materials by email, fax or postal service 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 or fax 360-586-4409.