



CITY OF SEATTLE

Executive Assistant

SALARY:	\$37.66 - \$43.88 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Temporary - Non-Benefit Eligible
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Not represented
CLOSING DATE	10/28/14 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle is seeking a temporary worker to support Judicial Chambers. This Executive Assistant provides administrative support to the Presiding Judge as well as six other elected judges. We are looking for an administrative professional with a high level of discretion to lead the coordination of critical assignments on behalf of the Court's judicial officers.

JOB RESPONSIBILITIES:

- Assists the Presiding Judge to meet day-to-day objectives by organizing and facilitating workflow, scheduling meetings and appointments, preparing written communications, and receiving and/or screening telephone calls and visitors.
- Clearly communicates information concerning caseload and calendar scheduling changes to affected judicial officers and judges *pro tempore*.
- Assigns judges *pro tempore* and magistrate *pro tempore* to courtrooms and Magistrate Operations.
- Interfaces with high-level internal/external contacts, which requires considerable initiative and discretion. Provides needed information to other branches of government and the public in a courteous and professional manner, with minimal guidance from the bench.
- Prepares a variety of reports, updates documents related to Court policies and procedures, finalizes legal opinions, and responds to members of the public through courteous correspondence.
- Conducts research and recommends options for a variety of sensitive, confidential or complex administrative, managerial, and operational problems.
- Provides administrative support such as: coordinating meetings, travel arrangements, conferences and retreats; maintaining schedules and calendars; providing accurate minutes and monthly reports; and tracking leave time for the judicial officers.
- Serves the competing needs of judicial officers and communicates directly if an assigned task cannot be completed promptly.

- Maintains an awareness of statutes, regulations, and court rules.

QUALIFICATIONS:

REQUIRED QUALIFICATIONS:

- Bachelor's degree in business or public administration, or other field related to administrative work.
- Three years experience as an administrative staff assistant, administrative staff analyst, or other relevant work that includes: providing support to upper level executive(s) or elected official(s), utilizing independent discretion, handling competing priorities, and sensitive and confidential information, while remaining professional and flexible to the needs of the Court.
- A combination of education and/or training and/or experience that provides an equivalent background required to perform the work may be substituted for the education and experience listed above.

DESIRED QUALIFICATIONS:

- Bachelors in public administration, business administration, or related field.
- At least one year of executive level administrative support experience working in a court or other criminal justice agency.
- Proficient knowledge of Microsoft Office and use of MCIS, DISCIS, SCOMIS, and other court-related computer programs.

HOW TO APPLY:

Qualified candidates must submit all of the following:

1. Employment application with all fields completed--please avoid using "see attached resume"
2. Cover letter indicating how you meet or exceed the job qualifications and how this temporary opportunity fits into your job goals
3. Current resume indicating relevant education and experience
4. List of three professional references with focus on managers within last five years
5. Responses to supplemental questions (below)

The cover letter and resume may be cut and pasted in the resume field of the application, or uploaded as attachments to the application.

By completing the application and supplemental questions, you are attesting that the information you have provided is true and accurate. Any information provided may be reviewed in the hiring process. Any misstatements or false information will eliminate you from consideration.

ADDITIONAL INFORMATION:

After the closing date, all applications will be reviewed. Then in the coming weeks you will receive an e-mail notification about your application status. The final candidate is subject to successfully passing in-person interviews and a background check.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts. For questions about this temporary assignment, please contact Sr. Personnel Specialist, Kristy Hulverson at 206-233-7201.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2014-01121

<http://www.seattle.gov/jobs>
EXECUTIVE ASSISTANT
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Executive Assistant Supplemental Questionnaire

* 1. Please select the option that best describes your highest level of education

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- J.D.
- Ph.D.
- None of the above

* 2. How many years of experience do you have providing primary professional support to an executive?

- No experience
- Less than one year
- 1 - 2 years experience
- 3 - 4 years experience
- 5+ years experience

* 3. Indicate the types of executives you provided administrative support to, select all that apply.

- Chief Officer
- Director
- Elected Official
- President
- Vice President
- Other
- None of the above; have not supported an executive level position.

* 4. Do you have at least one year of executive level administrative support experience working in a court or other criminal justice agency?

- Yes
- No

* Required Question