The Washington Supreme Court Office of Reporter of Decisions in Olympia, Washington, seeks to fill an Assistant Editor position.

This entry-level position performs editorial and clerical work in the Office of Reporter of Decisions, which prepares Supreme Court and Court of Appeals opinions for publication. Work is detail-oriented and requires knowledge of grammar, legal citation rules, and opinion style standards. Work is performed under the direction of the Reporter of Decisions and the Lead Editor.

Please refer to the Job Description for more details at Washington Courts Current Job Openings, open the job announcement then click on the top right for further information.

QUALIFICATIONS:
The minimum qualifications for the Assistant Editor position are either:

(1) Bachelor’s degree, preferably in English, Journalism, Communications, or closely allied field or;

(2) Completion of a paralegal program.

Experience in effectively using word processing equipment.

Demonstration of relevant work experience may substitute for education experience.

Experience in editing publications at the journal level is preferred.
SALARY AND BENEFITS:
- $40,152 to $53,904 annually (Range 44)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:
The following items are Required for your application to be considered complete. Note: ALL sections of the Application must be completed.

✓ Cover Letter (no more than two pages)
✓ Resume (chronological)
✓ Judicial Branch Application for Employment

The Judicial Branch Application for Employment can be found at the bottom left of this page.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted).

You can also mail your materials to:
Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170

Faxed copies can be sent to 360-586-4409.

No applications will be accepted at the Supreme Court.

CLOSING DATE: Application packets must be received by end of day April 3, 2020.

The Supreme Court is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. 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.