

**Supreme Court  
Olympia, Washington**

**JUDICIAL ADMINISTRATIVE ASSISTANT**

The Supreme Court in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill one full time Judicial Administrative Assistant position in Justice Mary Yu's chamber.

As the principal administrative support to the Justice, this position works under general supervision from the Justice and may make decisions and act for the Justice in assigned administrative areas subject to general policies, procedures and guidelines. Interacts regularly with the judiciary, the legal community, co-workers and the public. Please refer to the Job Description for more details.

The minimum qualifications for the Judicial Administrative Assistant is a Bachelor of Arts degree in business administration, public administration, or closely related field; **AND** one year experience as a legal secretary or secretary in a court environment.

**OR**

Five (5) years of progressively responsible secretarial or administrative experience, four years of which must be in a legal or court related environment.

A complete description of the position, including salary information and application instructions can be found at [www.courts.wa.gov/employ](http://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:**

- \$50,568 to \$66,420 annually (Range 59)
- 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](mailto:Employment@courts.wa.gov)

Fax: 360-586-4409

**No applications will be accepted by the Supreme Court.**

**CLOSING DATE: Application packets must be received by end of day May 4, 2015.**

*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](mailto:Employment@courts.wa.gov).*