



Supreme Court Chambers

JUDICIAL ADMINISTRATIVE ASSISTANT

Primary Purpose

Serves as a confidential personal assistant to a Supreme Court Justice and carries out a wide variety of judicial and administrative duties and responsibilities in support of the Justice.

Distinguishing Characteristics

As the principal administrative support to each 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.

Duties and Responsibilities

Coordinates day-to-day operation of the chamber/office; manage Justice's calendar and scheduling; develops and initiates procedures to facilitate management of the Justice's office; maintains docket and follow-up records relating to judicial matters in process.

Processes letters, memoranda, orders, opinions, other documents and correspondence; maintains files of correspondence and records; composes narratives and statistical memoranda; assembles and summarizes information and data for use by the Justice.

Keeps the Justice informed of significant and important items requiring review or action; calls attention to deadlines; may maintain contact with the public, legislators, and other officials as requested by the Justice.

Maintains the Justice's library, files of correspondence and records, legal bibliographies, and carefully indexed notebooks and electronic files on various legal and other subjects; checks accuracy of legal citations and quotations; maintains the Justice's calendar and contacts list; provides support to the Justice for committee work; assists the Justice in preparation of presentation materials; tracks the Justice's chamber budget; registers the Justice for attendance at various events; arranges transportation and other accommodations; answers telephone inquiries; keeps the Justice apprised of legislative matters affecting the judiciary, on request of the Justice.

Schedules tours and presentations for the Justice at the court and additional venues; organizes receptions and special events (including contract negotiation with caterer); coordinates staffing of events with court personnel.

Provides orientation for the Justice's law clerks and judicial externs regarding policies and procedures of the individual Justice; maintains a close working relationship with the law clerk in finalizing work; arranges meetings between the law clerk and Justice; coordinates and prioritizes work flow as directed by the Justice.

Duties and Responsibilities (continued)

Proofreads and edits final draft opinion for circulation; checks accuracy of facts against the record; verifies all citations and quotations for adherence to prescribed style requirements; prepares final opinion for publication.

Maintains records, compiles information, and prepares reports, for approval of the Justice to the Public Disclosure Commission and Mandatory Continuing Judicial Education Committee.

Performs other duties as required.

Key Competencies

Agency values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication
- Ability to work with a diverse work force and public

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy
- Cultural competency
- Professional phone etiquette

Knowledge, Skills and Ability

- Skills in office management, workflow coordination and records management
- Skills in using office software and commonly used office equipment
- Ability to type accurately and rapidly
- Ability to take and transcribe dictation fluently
- Knowledge of the techniques of legal and business correspondence and writing
- Skills in word processing and knowledge of legal terminology, English grammar, spelling, clerical procedures, office procedures, and agency standards
- Knowledge of legal source materials, forms, and documents
- Knowledge of Shepardizing, Uniform System of Citations, Washington Reports Style Manual, and Government Printing Office Manual
- Ability to use computer systems and learn/use new computer applications
- Knowledge of research methods/data collection techniques
- Knowledge of WA State court system policies/procedures
- Knowledge of the internal operations of the Supreme Court and its departments
- Knowledge of the appellate rules, process, procedures and practices
- Knowledge of forms & documents of appellate court procedures & the legal system
- Ability to apply/interpret court rules, make sound judgments on legal procedures

Knowledge, Skills and Ability (continued)

- Ability to understand customer expectations and meet those expectations
 - Accuracy and attention to detail in the delivery of work products
 - Ability to maintain confidentiality; sensitivity to critical issues
 - Ability to communicate effectively both orally and in writing
 - Ability to understand and follow written and oral instructions
 - Ability to establish and maintain effective working relationships with the judiciary, the legal community, agencies throughout government, co-workers and the public
 - Ability to consistently act with professionalism and integrity in dealing with public, clients and co-workers at all levels
 - Ability to multi-task and effectively work on multiple projects simultaneously
 - Ability to effectively manage time to meet deadlines and work schedules
 - Ability to analyze effectively and exercise good judgment in evaluating situations and making decisions
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Qualifications and Credentials

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

SALARY RANGE: 59

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is **not** covered by the Fair Labor Standards Act

10/14: Updated
02/08: Revised
09/01: Salary Revised
07/89: Salary Revised
06/88: Established