



**Administrative Office of the Courts  
JOB #2016-004-I02**

**ADMINISTRATIVE SECRETARY**  
(Courts of Limited Jurisdiction Case Management System)

[>Click Here for Further Information<](#)

*Exciting Career Opportunity!*

**BENEFITS OF  
WORKING FOR AOC**

- ◆ 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
- ◆ Membership in the Public Employees’ Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

**WHERE IS AOC  
LOCATED?**

**T**he 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.

**SALARY:** \$32,916 TO \$42,756 DOQ

**LOCATION:** Olympia, Washington

**OPENS:** January 29, 2016

**CLOSES:** February 16, 2016

**DURATION: This is a project position expected to last through March 2023, possibly longer, depending on funding.**

**POSITION PROFILE**

Provides a broad range of responsible administrative and secretarial support services to executive, managerial and professional staff.

Independent performance of a broad range of assignments and projects requires substantive knowledge of a variety of processes, procedures, policies, rules and agency standards. Problems are generally resolved by choosing from established procedures or devising solutions. Guidance is available for new or unusual situations. Work is periodically reviewed.

**DUTIES AND RESPONSIBILITIES**

Drafts, formats and finalizes correspondence, reports, letters, newsletters, spreadsheets and slide presentations using office suite software; proofreads, edits, revises, and reformats draft correspondence, reports, letters, newsletters and spreadsheets to improve clarity, increase quality and comply with agency standards.

Screens and distributes mail and messages; distributes records, office supplies, and other materials; orders, receives, and maintains inventory.

**T**he 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.

### **AGENCY-WIDE VALUES & COMPETENCIES**

#### **Agency Values**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

#### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Coordinates arrangements for conferences, training events, and committee meetings; assists in the creation of meeting agendas, assists in producing meeting materials, notifies attendees and drafts meeting minutes.

Develops and maintains filing and indexing systems, recommending and implementing improvements as needed.

Assists in creating, maintaining and uploading web content materials using agency software tools according to agency technology standards. Accesses and maintains documents in SharePoint.

Answers telephones, receives and screens telephone calls; receives and refers visitors, staff and/or the public; responds to inquiries regarding departmental procedures and services.

Performs other duties as assigned.

*See Job Description for further information.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced skills in using office software.
- Ability to learn and use new computer applications as needed.
- Knowledge of website navigation, searches and content updating functions.
- Knowledge of grammar, spelling, clerical procedures, office procedures, and agency standards.
- Accuracy and attention to detail in the delivery of work products.
- Ability to maintain confidentiality.
- Communication skills both orally and in writing.
- Understands customer expectations and ensures work meets those expectations.
- Professionalism in dealing with clients, staff, and management.
- Ability to multi-task and effectively work on multiple projects simultaneously.
- Effectively manages time to meet deadlines, and work schedules.

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](mailto: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.**

Application materials will be screened for the purposes of determining who will be selected for an interview.

- Ability to analyze problems and develop recommendations and options.
- Keeps the appropriate senior staff informed on specific work assignments.

**QUALIFICATIONS AND CREDENTIALS**

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.

A combination of education and experience demonstrating a working knowledge of the duties and responsibilities of the Administrative Secretary may be considered in meeting the qualifications.

**THE PREFERRED CANDIDATE WILL HAVE**

The ability to work in a fast paced and changing environment.

Excellent organizational skills and ability to manage their own time well to stay abreast of the project at all times and during each phase of the project.

**APPLICATION PROCEDURE**

**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** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed **AOC Application for Employment** (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)).

***Failure to submit the required materials listed above may eliminate your application from consideration.***

Submission by email is preferred: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov); or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170