



JOB #2021-98

Washington State Supreme Court
Olympia, Washington

JUDICIAL ADMINISTRATIVE ASSISTANT –
Chamber of Justice G. Helen Whitener

Description

Justice G. Helen Whitener is seeking a full-time Judicial Administrative Assistant (JAA). This position works on a team with a judicial assistant, assigned chamber law clerks, and externs to assist Justice Whitener in her work on cases, court committees, and the community.

The JAA is the point person for communications and information flow between Justice Whitener and the public, other Justices and their staff, staff in other court departments, and the Administrative Office of the Courts. The JAA develops communications and reporting techniques, procedures, and methods that enable the Justice to be fully informed of activities and progress of the Court and its Departments. The JAA assembles materials needed for casework, meetings, and presentations; monitors deadlines; proofreads, cite checks, and prepares all the assigned opinions for circulation and publication.

The JAA orients the Justice's law clerks to policies and procedures; maintains close working relationship with the Supreme Court Clerk, Reporter of Decisions, Law Librarian, Commissioner, and Administrative Office of the Courts departments and commissions staff.

This position's duties and responsibilities include managing Justice Whitener's busy schedule; closely monitoring and promptly responding to communications including emails, organizing and maintaining files; coordinating events such as tours and meetings; and supervising the law clerks and judicial externs. The JAA also assists with administrative duties including expense reports and tracking the chamber's budget.

In addition to administrative work, a significant part of the JAA's time may be spent helping with the court's substantive casework. In collaboration with the law clerks, the JAA may take on research and writing projects relating to cases. The ideal candidate will actively participate in committees and groups of which the Justice is a chair or a member.

Requirements, Qualifications, and Credentials

- **Education:** A Bachelor of Arts degree in Business Administration, Public Administration, or closely related field; or an Associate of Arts with a Paralegal degree.
- **Experience:** Two (2) years of experience as a legal secretary in a court environment; or five (5) years of progressively responsible administrative experience, four (4) years of which must be in a legal or court-related environment with emphasis in accuracy and timeliness in document review and production.

The Preferred Candidate Will Have

- Paralegal training and experience, plus significant administrative experience in a legal or court-related environment.
- Knowledge of Microsoft Office software, cloud storage, and common office equipment.
- Knowledge of court systems, legal source materials, Shepardizing, Uniform System of Citations, Washington Reports Style Manual, Chicago Manual of Style, and Government Printing Office Manual.
- Strong writing & analytical skills.
- Experience working with people of diverse backgrounds and working on a team.
- Ability to maintain confidentiality and exercise good judgment.
- Ability to work on multiple projects simultaneously, manage time, and meet deadlines.
- Ability to work independently as well as collaboratively.

Salary and Benefits

- \$59,688 - \$78,408 annually (Range 59) Depending on Qualifications
- Benefits: Paid medical/dental, life insurance, and long-term disability insurance programs
- Leave: Paid vacation and sick leave benefits
- Retirement: Employer contributions to state retirement benefits
- [Click here for more benefit information](#)

Note: Per Washington State Supreme Court Order No. 25700-B-669, employees of the Supreme Court and the Administrative Office of the Courts must be fully vaccinated no later than November 1, 2021. If offered employment, your vaccine status will be verified at your new employee onboarding. Please note medical or religious accommodation may be available, once an offer of employment is made.

Application Information

This position is open until filled; applications will be reviewed as they are received. The Supreme Court reserves the right to close recruitment for this

position at any time. If you are interested in this opportunity, your prompt application submission is encouraged.

How to Apply

For more information about the position, to review the job description, application and other submission requirements, inquire about benefits, or to apply for the position:

CLICK HERE TO APPLY

The Supreme Court will not accept applications. Please submit all applications as indicated above.

This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

The Supreme Court is committed to the practice of equal employment opportunity 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 Melody Long, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to employment@courts.wa.gov.