



# Seattle Municipal Court



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## **Judicial Executive Assistant Senior - Job 2022-01489**

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<b>SALARY:</b>	\$49.49 - \$57.55 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Municipal Court
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	08/30/22 04:00 PM Pacific Time

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### **POSITION DESCRIPTION:**

**Seattle Municipal Court's** mission is to provide a forum for individuals to resolve alleged violations of the law in a respectful, independent, and impartial manner. The Court is dedicated to advancing social justice issues by supporting personal, structural, and systemic change in our community, and building a diverse workforce. Candidates with the ability to effectively work with multi-cultural communities are encouraged to apply

The **Judicial Executive Assistant Senior** provides high-level administrative support and coordinates projects on behalf of seven elected Judges. You will be most successful if you are a self-motivated professional who has demonstrated experience and expertise leveraging technology to provide senior level support to multiple executives, coordinating calendars, creating agendas, taking minutes, editing documents, conducting research, and writing correspondence.

***You will be successful in this role if you have the following experience, skills, and abilities:***

#### **Extensive experience in:**

- Providing senior level administrative support to an executive, or multiple executives under minimal oversight.
- Identifying and managing highly sensitive/confidential matters, both internally and externally

#### **Substantial skills in:**

- Using technology to organize work, research details/issues, manage projects with tight deadlines, and solve problems.
- MS Word, Excel, PowerPoint, Outlook, SharePoint, and Teams.
- Writing correspondence and other documents aimed at diverse groups
- Building respectful and collaborative relationships with people at all levels of an organization

#### **The ability to:**

- Think critically, creatively, and strategically under the pressure of tight deadlines
- Provide guidance to executives in an environment of change
- Flourish in a demanding work environment
- Bring a positive energy and professionalism into all interactions with a diverse workforce, executives, attorneys, and external agencies.
- Understand and interpret laws, policies, and procedures

## **JOB RESPONSIBILITIES:**

- Manages the overall administrative functions for Judicial Chambers.
- Supports seven elected Judges, five appointed Magistrates and numerous on-call Magistrate/Judges:
  - Maintain complex calendars, prepare correspondence, and create presentations.
  - Prioritize requests, ensuring time is spent efficiently and cost-effectively.
  - Serve as liaison between Judges and the Executive Leadership Team.
- Drafts agendas, prepares materials, conducts research, takes meeting minutes, and follows up on action items for multiple committees, workgroups, and key meetings.
- Interacts both internally and externally (customers, vendors, elected, executive leadership throughout the City, peer team members, etc.) in a diplomatic and professional manner.
- Monitors and tracks key action items and ensure follow-up.
- Assists with organizing employee events and department all-staff meetings.
- Supervises the judicial assistant (training, timekeeping, coaching, and monitoring performance standards).
- Manages sections of the Courts inweb using SharePoint (developing lists, libraries, databases, and other site components).
- Coordinates travel for the Judges (travel itineraries, conference registration, booking flights, making hotel reservations, arranging taxis, and reconciling expense reports).

## **Minimum Qualifications**

- 4+ experience as an administrative staff assistant, administrative staff analyst, budget analyst or in a related field, **and**
- Bachelor's degree in business or public administration, or other field related to administrative work

**OR**

A combination of education and/or training and/or experience that provides an equivalent background required to perform the work of the class.

## **ADDITIONAL INFORMATION:**

**COVID 19 Vaccination Mandate** - City of Seattle employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination prior to your employment start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

## **Why work at the City?**

The [City of Seattle](#) recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative](#) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

## **Benefits:**

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental vision, life, and long-term disability insurance for employees. For more information go to this "[Benefits at a Glance Guide](#)".

## **Direct link to apply:**

<https://www.governmentjobs.com/careers/seattle/jobs/3667951/judicial-executive-assistant-senior-job-2022-01489>

## Hiring Process

Qualified candidates must submit the following to be considered:

1.) [Completed NEOGOV online application and supplemental questions.](#)

**Application Tips:**

- Update your application to make sure the employment dates on your application match the employment dates on your resume.
- Give us the details of the responsibilities and tasks you performed in your current and previous positions. the more detail you provide, the better we can understand how your qualifications align with the needs of our opening.

2.) PDF of your cover letter. Please tell us why want this job and why you want to work for the Seattle Municipal Court.

3.) PDF of your resume.

4.) *One page* Word Document titled "Written Exercise" responding to any **two** of the below questions. A response for each of the question should be no more than half a page of the Word document. We will review your response based on content, writing skills and readability.

- How do you define professionalism?
- What have you done to develop and maintain an effective working relationship with an executive?
- Successful executive assistants have many tools at their disposal to help them recall past events, track updates and anticipate changes. What techniques do you use to stay on top of your work and that of your executive?
- This position requires conviction and resiliency. What professional characteristics contribute to your success in these areas?
- After reading the job description, what do you think are the core competencies for the position of a Senior Executive Assistant? Please explain how you possess these core competencies.

**NOTE:**

- This position reports directly to the Presiding Judge and is exempt from Civil Service
- The Senior Executive Assistant may need to occasionally work after hours and on weekends to respond to urgent Court matters.
- Only those applicants selected for an interview will be contacted.
- A job offer is contingent upon verification of your COVID-19 vaccination and on successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting, and reference checks.

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All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of the job offer.

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

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