

JUDICIAL ADMINISTRATIVE ASSISTANT COURT OF APPEALS, DIVISION II Tacoma, Washington

The Court of Appeals – Division II in Tacoma, Washington is seeking to fill one full time Judicial Administrative Assistant position. This position acts as confidential administrative assistant, principal paralegal assistant, and personal secretary to Judge Glasgow on the Court of Appeals – Division II. The position also may serve as administrative assistant to the Chief Judge or the Presiding Chief Judge of the Court of Appeals.

Knowledge and Abilities

Knowledge of: principles of legal research and writing; secretarial and office management practices, procedures, and equipment; Washington State court system and procedures; relevant citation and cite-checking sources; legal terminology, forms, and documents; court rules; English grammar, spelling, punctuation, and arithmetic.

Ability to: prioritize and complete work assignments independently; proofread for accuracy and readability; accurately and efficiently check citations to court records and legal sources; use legal research tools including Westlaw; maintain the judge's calendar and schedule meetings; maintain electronic case files; prepare reports and correspondence independently; exercise independent judgment and discretion in court business operations to include evaluating situations and making decisions; maintain confidentiality and be sensitive to problems and issues; establish and maintain effective working relationships with judges, commissioners, law clerks, court clerk and others; learn, interpret, and apply court rules, policies, and procedures; compose correspondence and documents on complex matters; use word processing and email software; type accurately; and understand and follow written and oral instructions.

See the Job Description for more information on Duties and Responsibilities. The Job Description can be found at www.courts.wa.gov/employ (under Current Openings, click on Washington Courts). The career section of our website also contains a complete list of other current employment opportunities.



Minimum Qualifications

Two year Associate of Arts degree in legal secretarial science or related field or a paralegal degree; **AND** five years' experience as a legal secretary or paralegal, executive secretary, or confidential administrative assistant. At the discretion of the hiring judge, a legal secretarial certificate or equivalent may be substituted for an AA degree or paralegal degree on a year-for-year basis.

Paralegal experience or administrative legal experience may be substituted for the education on a year-for-year basis.

Desirable Qualifications

Qualified candidates will have well-developed skills in the use of technology and automated systems, including the use of electronic documents. Familiarity with case management and document management systems, office suite products, and electronic workflow processing systems is highly desirable.

Must be a self-starter and excel at multi-tasking. Must have the ability to prioritize and complete work assignments independently. Must excel in grammar and have proficiency in the use of Microsoft WORD and Westlaw.

Salary and Benefits

- \$52,536 – \$70,632 DOQ annually (Range 55)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

Application Information

This position will close on **October 31, 2019 at 5:00 p.m.**

Submit a cover letter, résumé, and completed judicial branch application (found [here](#)) by postal service, email, or fax to:

Administrative Office of the Courts
Attention: Human Resources
P.O. Box 41170, Olympia, WA 98504-1170
Fax: 360-586-4409
Email: Employment@courts.wa.gov (preferred)

**No applications will be accepted by the Court of Appeals.
Please submit all applications as indicated above.**



The Court of Appeals is an equal opportunity employer 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 Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.