

**Supreme Court
REPORTER OF DECISIONS**

Olympia, Washington

ASSISTANT EDITOR

*This is a half time position that will work Monday through Friday, four hours per day
(hours may be negotiable)*

The State Supreme Court Reporter of Decisions Office in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill one part time Assistant Editor position.

This entry-level position performs editorial and clerical duties in support of the Office of Reporter of Decisions. Work is detail-oriented and requires knowledge of grammar, legal citation format, and opinion writing style.

The minimum qualifications for the Assistant Editor position are:

- (a) A Bachelor's degree, preferably in English, Journalism, Communications, or closely allied field **or**;
- (b) Completion of a paralegal program;

as well as experience in effectively using word processing software.

Experience in editing publications at the journey level is preferred.

Demonstration of relevant work experience may substitute for education experience.

A complete description of the position can be found at www.courts.wa.gov/employ; application instructions are on the following page. The career section of our website also contains a complete list of other current employment opportunities. We encourage you to peruse this site for other positions that you or your colleagues may be qualified for.

SALARY AND BENEFITS:

- \$18,096 to \$23,604 annually (Range 44)
(salary reduced to reflect half time)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit a **cover letter** specifying how you meet the qualifications of the position (no more than two pages), **résumé** and completed **judicial branch application** by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov

Fax: 360-586-4409

No applications will be accepted by the Supreme Court.

CLOSING DATE: Application packets must be received by end of day July 24, 2015.

The Supreme Court 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.