



Washington State Supreme Court Clerk's Office  
Olympia, Washington

## Employment Opportunity

Job Reference #: 2021-16

# DEPUTY CLERK

The Supreme Court Clerk's Office in Olympia, Washington would like to bring to your attention an exciting and unique opportunity. We are seeking to fill the position of Deputy Clerk.

### **ABOUT THE POSITION**

#### **The Work**

The Deputy Clerk assists the Clerk of the Supreme Court in the performance of all of the Clerk's duties and assumes those responsibilities in the absence of the Clerk. The Supreme Court Clerk's Office maintains the court's records, files and documents. The Clerk's Office is also responsible for managing the court's case flow, including the preparation of its calendars, arranging for pro tem (temporary) judges and docketing all cases and papers filed. The Clerk and Deputy Clerk rule on certain procedural motions and requests for costs awards, and determines the amount of attorney fees if such are awarded by the Court. The Clerk and Deputy Clerk lead a staff of ten dedicated non-attorney professionals that assist with carrying out these duties and providing administrative support to the Court. The Clerk's Office interacts with attorneys and the public on behalf of the Court. The Clerk's Office also supports the Bailiff in emergency planning and preparedness, courtroom and facilities issues, and security issues as they relate to the Clerk's Office.

#### **The Nature of the Work**

This work requires a commitment to justice and procedural due process. The work is largely administrative in nature and requires significant attention to detail. The Clerk's Office ensures compliance with the Rules of Appellate Procedure. A candidate is not required to have extensive knowledge of the Rules of Appellate Procedure prior to applying, but must be able to learn and apply the rules as part of their daily work. The

work is high-volume and fast-paced, so candidates should have the ability to juggle multiple projects and assess and prioritize work quickly.

The Clerk's Office works with the public, and the ideal candidate will have experience working with the public and be able to approach those interactions with openness, compassion, and clear communication. The Clerk's Office shares the Supreme Court's commitment to ending systemic racism as expressed in the Court's open letter to the public dated June 4, 2020, and interested candidates should understand and share that commitment. The office is a hard-working, close-knit, dedicated and collaborative group of professionals and the ideal candidate will contribute to that positive team environment. The Deputy Clerk must also continually learn and help implement new technology.

### **All Interested Candidates Welcome**

The Supreme Court and Clerk's Office seek a broad, diverse pool of candidates for this position. Because this position is unique, qualified candidates may come from a variety of legal and administrative backgrounds. Anyone interested is encouraged to apply. Non-legal job experience, such as administrative or customer service-oriented work, and nontraditional career paths and life experiences are valued. The Clerk's Office values building and sustaining an inclusive and equitable environment for its staff and the public in terms of race, ethnicity, gender and gender identity, sexual orientation, disability, and other protected classes. See application procedure below.

### **Location**

The position is located at the Temple of Justice in Olympia, Washington. The Temple of Justice is currently closed to the public due to the COVID-19 pandemic and this position is largely remote during that closure. The job will be primarily in-person once the Temple of Justice reopens to the public. Interviews will be conducted via Zoom.

The Deputy Clerk serves at the pleasure of the Clerk and is bound by the Code of Judicial Conduct.

Please refer to the Job Description for more details at [Current Job Openings](#).

### **QUALIFICATIONS AND CREDENTIALS**

- A law degree.
- Current membership in the Washington State Bar Association.
- Experience with, and an aptitude for, the use of technology, including basic proficiency in MS Word.
- Experience in one or more of the following areas (may be before, during or after law school): customer service, office administration, regulatory analysis and

advising, management/supervision of non-attorney legal staff, appellate law, and court administration.

## **SALARY AND BENEFITS**

- \$125,000 to \$147,000 DOQ
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan
- [Click here for more benefit information](#)

## **APPLICATION PROCEDURE:**

1. Submit a **cover letter** addressing why you are interested in this position and how your background and experiences have prepared you for this work. In your cover letter, address the topics in the “Nature of the Work” section of this job announcement and the abilities listed in the “Key Competencies” portion of the job description. [Click here to review the job description](#). The cover letter should be no more than three pages.
2. Please also submit a **résumé** of no more than three pages.
3. Finally, please complete the **judicial branch application** (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)) or by clicking [here](#).

Please email all application materials to [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:

**Washington State Administrative Office of the Courts  
Attention: Human Resources Office  
PO Box 41170, Olympia, WA 98504-1170**

**Fax number: 360-586-4409**

**No applications will be accepted by the Supreme Court Clerk’s Office.**

**CLOSING DATE: April 30, 2021**

**Late applications will not be accepted.**

*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, gender and gender identity and expression, 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 Melody Long, 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)*