

## Washington State Supreme Court Clerk's Office Olympia, Washington

# ASSISTANT SUPPORT SPECIALIST (Part-Time)

### SALARY AND BENEFITS

- \$17,574.00 - \$22,752.00 annually (Range 37) DOQ\*
- This is a part-time, 50% position of a full-time position. It is anticipated that the assistant support specialist would generally work 20 hours per week. The exact work schedule can be flexible to accommodate classes, child care or other factors.
- Medical/Dental, Life Insurance, and Long-Term Disability Insurance programs are included with this position.
- Paid Vacation and Sick Leave is prorated at 50% of a full-time position.
- State Retirement Plan is pro-rated at 50% of a full-time position.
- [Click here for more benefit information](#)

\*Salary has been adjusted to reflect 50% of the annual full-time wage for this position.

### APPLICATION SUBMISSION CLOSE DATE

This position is open until filled; review of applications for this opportunity will begin on **May 12, 2021**. This recruitment will close when enough qualified applications are received. If you are interested in this opportunity, your prompt application submission is encouraged.

### DESCRIPTION

Under the supervision of the Facility Coordinator/Support Specialist, the part-time Assistant Support Specialist assists in the performance and coordination of a wide variety of support services for the Supreme Court Temple of Justice facility, including building and equipment setup and maintenance, ordering supplies and services, telecommunications maintenance, and the coordination of shipping and delivery of said items; maintaining office equipment and phone equipment; setting up meetings; maintaining various logs such as records storage, phone logs, and the assignment of keys, electronic equipment, and furniture.

This position works independently with general direction provided by the Facility Coordinator/Support Specialist. Work performed, and decision-making is according to established guidelines and defined procedures, with some areas requiring the development of possible approaches or solutions. Solid customer service skills are required for this position, which regularly interacts with Supreme Court justices, staff, and vendors.

## **DUTIES AND RESPONSIBILITIES**

This position provides general clerical support to the Facility Coordinator/Support Specialist. Purchases good and services on behalf of the agency; processes and submits purchase orders; verifies invoices and submits invoices for payment; moves, stores, and retains records and other court-related documentation as directed under the state archival retention schedules.

Assists with the facility Operation Facility Operations & Maintenance, which include key management, parking assignment register, setup of the courtroom and other events; oversee and coordinate repair and replacement requests for equipment or services; governs, keep records of, and manages facility changes such as the movement of equipment or furniture; tracks and maintains workstation reconfigurations; purchases goods and services for the agency; and picks up and makes deliveries; maintains office supply and phone equipment inventory; coordinates supply or service deliveries; Creates, inputs, and maintains various logs and records; troubleshoots and may make minor changes to the PBX system and enter new personnel or phone changes within the PBX system. Will perform other duties as required.

See Job Description for more in-depth information ([www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)) or [click here](#).

## **REQUIREMENTS, QUALIFICATIONS, AND CREDENTIALS**

- An Associates of Arts degree and three (3) years of supply accountability experience.
- A valid Washington State driver's license.
- Ability to lift, carry, and move at least 50 pounds.
- ***A combination of education and experience demonstrating the skills and abilities to carry out the duties and responsibilities of Assistant Support Specialist may substitute for the education and experience requirements.***

## **HOW TO APPLY:**

**Application submissions must contain the following to be considered:**

1. A cover letter of interest addressing the qualifications for the position (no more than two pages);
2. A comprehensive resume, with 3-5 professional references;
3. **And**, a Supreme Court Application for Employment, (found at the end of this [page or go to www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) under Current Openings, click on Washington Courts, the Application is located at the bottom of the page)

**Please submit the complete application by email, fax, or postal service to:**

**Email to:**      [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov) (preferred)

**Mail to:**        **Administrative Office of the Courts**  
                 **Attention: Human Resources**  
                 **P.O. Box 41170**  
                 **Olympia, WA 98504-1170**

**Fax to:**         **(360) 586-4409**

**The Supreme Court Clerk's Office will not accept applications. Please submit all applications as indicated above.**

### **IMPORTANT INFORMATION**

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is **not** covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

**SPECIAL NOTE:** *The work place for this position will be the Temple of Justice on the capital campus in Olympia. Currently, the Temple of Justice is closed to the public as a result of the pandemic. While the building is closed, most Clerk's Office staff work remotely except that one staff person is scheduled to go into the office each day for 3-4 hours to address U.S. mail and receipt of payments. It is anticipated that the Assistant Support Specialist will primarily work at the Temple of Justice. For any staff working in the Temple, the Clerk's Office requires strict adherence to social distancing protocols and anyone entering the Temple of Justice is required to wear a mask. It is anticipated that interviews for the Assistant Support Specialist will be conducted using Zoom videoconferencing.*

*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](mailto:employment@courts.wa.gov).*