



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

# LEGAL OFFICE ASSISTANT (Administrative Secretary)

## Office of Legal Services & Appellate Court Support

**Our Mission:** Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds and perspectives while fostering growth and advancement in the workplace.

**Job #:** 2021-69  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 42: \$39,528 - \$51,432 per year (DOQ)  
**Opens:** September 21, 2021  
**Closes:** Open until filled; first review of the applications to begin October 15, 2021. AOC reserves the right to close the recruitment at any time.

**The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.**

**Note:** Per [Washington State Supreme Court Order No. 25700-B-669](#), employees of the Supreme Court and the Administrative Office of the Courts must be fully vaccinated no later than November 1, 2021. If offered employment, your vaccine status will be verified at your new employee onboarding. Please note medical or religious accommodation may be available, once an offer of employment is made.

### POSITION PROFILE

The Administrative Secretary position provides a broad range of administrative and secretarial support services to managerial and professional staff of the Office of Legal Services and Appellate Court Support which provides expert legal consultation, analysis, research, writing and editing to support the mission of the Administrative Office of the Courts and Washington courts. The position independently performs a broad range of tasks, assignments and projects requiring substantive knowledge of computer productivity tools (Word, Excel, Outlook, Adobe Acrobat, PowerPoint, etc.), possess exceptional organizational skills, flexibility to handle a variety of tasks and priorities, ability to take direction, collaborate with staff members, and to execute tasks and assignments within deadlines.

## DUTIES AND RESPONSIBILITIES

- Drafts, formats and finalizes correspondence, reports, letters, newsletters, spreadsheets and slide presentations using office suite software; proofreads, edits, revises, and reformats draft correspondence, reports, letters, newsletters and spreadsheets to improve clarity, increase quality and comply with agency standards.
- Manages calendars/schedules for the manager and professional staff.
- Schedule meetings (in-person and remote).
- Makes travel arrangements for staff according to agency policies and procedures.
- Answers telephones, receives and screens telephone calls; receives and refers visitors, staff and/or the public; responds to inquiries regarding departmental procedures and services.
- Screens and distributes mail and messages; distributes records, office supplies, and other materials; orders, receives, and maintains inventory.
- Coordinates arrangements for conferences and committee meetings; assists in the creation of meeting agendas, assists in producing meeting materials, notifies attendees and drafts meeting minutes, and in some cases arrange for meals.
- Maintains a variety of documents such as committee membership lists, email list serves, committee charters, organizational charts, alternative schedules for staff members, equipment lists, status reports, etc.
- Develops and maintains filing and indexing systems, recommending and implementing improvements as needed.
- Performs information gathering and/or research as directed by the manager or supervisors.
- May assist in creating, maintaining and uploading web content materials using agency software tools according to agency technology standards.
- Performs other duties as assigned.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.*

## REQUIRED QUALIFICATIONS AND CREDENTIALS

- An Associate of Arts degree from an accredited college or business school, **AND**
- Four (4) years of administrative experience in a professional work environment.
- Advanced skills using office suite software tools.

***Relevant work experience may substitute for education. A combination of education & experience demonstrating a working knowledge of the duties and responsibilities of Administrative Assistant may be considered in meeting the qualifications.***

## THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILL AND ABILITIES

- Strong professional communication skills, both verbal and written.
- Expert knowledge and use of office productivity systems including but not limited to Word, Excel, PowerPoint, and Adobe Acrobat Pro.
- Contributes to team effort by accomplishing related results needed.
- Ability to develop positive relationships and create positive experiences for AOC staff and customers.

## HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Resume** (Chronological)
3. **Judicial Branch/AOC Application for Employment**

***A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.***

The Judicial Branch/AOC Application for Employment can be found at <https://www.courts.wa.gov/employ/Application.pdf>, under Current Openings, click on Washington Courts; the AOC Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

**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:**

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

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

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

## IMPORTANT INFORMATION

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

*The AOC is an equal opportunity employer and does not discriminate based on 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).*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.**

### ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.