

## SENIOR ADMINISTRATIVE ASSISTANT

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*Exciting Career Opportunity!*

### BENEFITS OF WORKING FOR AOC

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

### WHERE IS AOC LOCATED?

**T**he Administrative Office of the Courts 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.

**SALARY:** \$40,704 TO \$53,424 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** June 15, 2016

**CLOSES:** July 20, 2016

### POSITION PROFILE

Serves as the confidential administrative assistant to the Associate Directors of the Office of Judicial and Legislative Relations **and** the Office of Communications and Public Outreach; providing varied, complex administrative support with associated decision making responsibility.

This is a senior-level professional job that, with minimal supervision, coordinates day-to-day operation of the Office and develops/implements procedures to facilitate effective and timely administrative activities within the Director's area of responsibility.

### DUTIES AND RESPONSIBILITIES

*The following may apply to both Offices.*

Manages the Director's calendar and the processing of priority issues affecting the day to day operation of the Office; keeps Director informed of significant and important items requiring review or action; calls attention to deadlines, and obtains progress reports.

Serves as a liaison between section managers and the Directors in coordinating agency programs, plans and operations; disseminates information to section

**T**he Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

## **AGENCY-WIDE VALUES & COMPETENCIES**

### **Agency Values**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

managers and Division staff including notification of assignments, due date reminders, and requests for progress reports.

Coordinates meetings and events including scheduling, facilities, agenda, needed materials, minutes and follow-up; may represent the Director at meetings.

Writes and prepares correspondence; conducts studies and prepares reports; maintains files, electronic systems and records; contact lists for the media; assists with outreach events and planning.

Reviews legislation and identifies bills that impact the court.

Coordinates the judicial impact note process.

Supports the ongoing work and outreach activities of the Office of Judicial and Legislative Relations and the Office of Communications and Public Outreach.

Performs other duties as required.

## **Knowledge, Skills and Ability**

- Advanced skills in operating office software
- Knowledge of grammar, spelling, clerical procedures, and office procedures
- Accuracy and attention to detail in the delivery of work products
- Ability to maintain confidentiality at the highest organizational levels
- Communication skills both orally and in writing
- Professionalism in dealing with clients, staff, management
- Ability to multi-task and effectively work on multiple projects simultaneously
- Prioritization and effective time management
- Analysis, evaluation, and problem solving
- Sensitivity to critical issues
- Efficiently develop recommendations and options

The AOC 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](mailto:Employment@courts.wa.gov).

**SPECIAL NOTE:**

**All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.**

Application materials will be screened for the purposes of determining who will be selected for an interview.

**QUALIFICATIONS AND CREDENTIALS**

A Bachelor's degree in business administration, public administration, or closely related field **AND**:

- Three (3) years of progressively responsible administrative support experience in a professional work environment.
- Advanced word processing skills.

*A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of Senior Administrative Assistant may be considered in the meeting the qualification baseline.*

**THE PREFERRED CANDIDATE WILL HAVE**

- ◇ Advanced proofreading skills
- ◇ Scheduling skills
- ◇ Knowledge of judicial and legislative branch operations
- ◇ Diplomacy skills when dealing with the public and media
- ◇ Special event planning experience

**APPLICATION PROCEDURE**

**To be Considered for this Position, Please Submit:**

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)).

***Failure to submit the required materials listed above may eliminate your application from consideration.***

Submission by email is preferred: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov); or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170