

ADMINISTRATIVE SECRETARY

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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?

The 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: \$33,504 TO \$43,524 DOQ

LOCATION: Olympia, Washington

OPENS: August 26, 2016

CLOSES: September 9, 2016

If you have applied for this position within the last month, you do not need to reapply.

Primary Purpose and Characteristics

Provides a broad range of responsible administrative and secretarial support services to executive, managerial and professional staff.

Independent performance of a broad range of assignments and projects requires substantive knowledge of a variety of processes, procedures, policies, rules and agency standards. Problems are generally resolved by choosing from established procedures or devising solutions. Guidance is available for new or unusual situations. Work is periodically reviewed.

Scope of Responsibility

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.

Screens and distributes mail and messages; distributes records, office supplies, and other materials; orders, receives, and maintains inventory.

Coordinates arrangements for conferences, training events, and committee meetings; assists in the creation of meeting agendas, assists in producing meeting materials, notifies attendees and drafts meeting minutes.

AOC PROFILE

The 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

Develops and maintains filing and indexing systems, recommending and implementing improvements as needed. Assists in creating, maintaining and uploading web content materials using agency software tools according to agency technology standards. Accesses and maintains documents in SharePoint.

Answers telephones, receives and screens telephone calls; receives and refers visitors, staff and/or the public; responds to inquiries regarding departmental procedures and services.

Performs other duties as assigned.

See Job Description for further information.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced skills in using office software
- Ability to learn and use new computer applications as needed
- Knowledge of website navigation, searches and content updating functions
- Knowledge of grammar, spelling, clerical procedures, office procedures, and agency standards
- Accuracy and attention to detail in the delivery of work products
- Ability to maintain confidentiality
- Communication skills both orally and in writing
- Understands customer expectations and ensures work meets those expectations
- Professionalism in dealing with clients, staff, and management
- Ability to multi-task and effectively work on multiple projects simultaneously
- Effectively manages time to meet deadlines, and work schedules
- Ability to analyze problems and 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.

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.

- Keeps the appropriate senior staff informed on specific work assignments

QUALIFICATIONS AND CREDENTIALS

An Associate of Arts degree in secretarial science from an accredited college or business school **AND:**

- ◇ Four (4) years of secretarial experience in a professional work environment.
- ◇ Advanced skills using office suite software tools.

A combination of education and experience demonstrating a working knowledge of the duties and responsibilities of the Administrative Secretary may be considered in meeting the qualifications.

The preferred candidate will have:

- ◇ Desktop publishing experience
- ◇ Experience with designing flyers and brochures including graphics and photographs
- ◇ Experience with Adobe Connect

APPLICATION PROCEDURE BELOW

Please note: Failure to submit the required materials may eliminate your application from consideration.

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).

Submission by email is preferred: 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