

Washington State Supreme Court
Olympia, Washington

JUDICIAL ADMINISTRATIVE ASSISTANT –
Justice González's Chambers

Description

Justice Steven González is seeking a full-time Judicial Administrative Assistant (JAA). Justice González's JAA works on a team with Justice González's law clerks and externs to assist Justice González in his work on cases, court committees, and in the community.

The JAA is the point person for communications and information flow between Justice González and the public, other Justices and their staff, staff in other court departments, and the Administrative Office of the Courts. The JAA assembles the materials Justice González needs for case work, meetings, and presentations; monitors deadlines; and proofreads, cite checks, and prepares all of his opinions for circulation and publication.

The duties and responsibilities of this position include managing Justice González's busy schedule; closely monitoring and promptly responding to voluminous e-mails; organizing and maintaining files; coordinating events such as tours; and supervising judicial externs. The JAA also helps with Justice González's expense reports, tracks his chambers budget, and maintains information related to expenditures by other organizations that he is required to disclose annually.

In addition to administrative work, a significant part of the JAA's time may be spent helping with the substantive work itself. Time permitting, the JAA may, in collaboration with the law clerks, take on research and writing projects relating to cases. The ideal candidate will actively participate in Justice González's work on the Technology Committee and the Interpreter Commission.

Requirements, Qualifications, and Credentials

A Bachelor of Arts degree in business administration, public administration, or closely related field; AND one year experience as a legal secretary or secretary in a court environment.

OR

Five years of progressively responsible administrative experience, four years of which must be in a legal or court related environment.

(Comparable education can be substituted for experience.)

The Preferred Candidate Will Have

- **Master's degree or J.D.**
- Knowledge of Microsoft Office software, cloud storage, and common office equipment
- Knowledge of court systems, legal source materials, and the Bluebook preferred
- Experience working with people of diverse backgrounds and working on a team
- Ability to maintain confidentiality and exercise good judgment
- Ability to work on multiple projects simultaneously, manage time, and meet deadlines

SALARY AND BENEFITS

- \$57,948 to \$77,952 annually (Range 59)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION INFORMATION

Position is open until filled. Please email cover letter, resume, and unofficial transcript to Clerkship.Gonzalez@courts.wa.gov.

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 Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to employment@courts.wa.gov.