



Washington Courts Employment Opportunity

Administrative Office of the Courts

ADMINISTRATIVE SECRETARY

(PART-TIME, 60%)

For the Family Treatment Court

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 #: 2021-06

Status: Regular, Part-Time, 60%*

Location: Olympia, Washington

Salary: Range 40: \$22,636.80 — \$29,397.60 per year (DOQ) **

Opens: February 9, 2021

Closes: March 11, 2021

***Duration:** This is a grant-funded position and is dependent on continued project funding. Funding is anticipated to continue through 2024. Benefits are included with this position.

**** Salary has been adjusted to reflect 60 percent of the annual wage; this position is eligible for benefits.**

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

POSITION PROFILE

This position supports a variety of administrative functions for the Family Treatment Court Grant project as well as supporting various boards, and committees, in collaboration with the Office of Juvenile Justice Delinquent Prevention and the Department of Children, Youth, and Families; and Health Care Authority.

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.

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.

JOB DUTIES AND RESPONSIBILITIES

- Coordinates arrangements for conferences and committee meetings including logistics; assists in the creation of meeting agendas and meeting materials, notifies attendees and drafts meeting minutes.
- Supports virtual meetings and large virtual gatherings—monitoring chat, creating breakout rooms, running polls, etc.
- 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.
- Develops and maintains filing and indexing systems, recommending and implementing improvements as needed.
- May assist in creating, maintaining and uploading web content materials using agency software tools according to agency technology standards.
- Performs other duties as assigned.

REQUIRED 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.

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

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

- Experience working with family treatment courts or clients with substance abuse disorder.
- Lived experience as a parent or child in the child welfare system.
- Compassion, curiosity and willingness to learn and try new things.
- Familiar with Zoom technology for virtual meetings.

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 must be on the application.**

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

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the AOC Application for Employment is located at the bottom of the page.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted).

You can also mail your materials to:

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

Faxed copies can be sent to 360-586-4409.

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

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, and the materials submitted. All information may be verified and documentation may be required. 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 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.

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 for more information about Washington Courts, Compensation, and Benefits.