



Washington State Office of Civil Legal Aid

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Olympia, WA 98504
MS 41183
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Notice of Position Vacancy

Position: Administrative and Contract Support Assistant
Agency: Washington State Office of Civil Legal Aid
Job Type: Permanent Full-Time
Salary: \$41,000 - \$45,000 Annually DOQ
Location: Olympia, WA (preferred); Alternative locations possible
Travel: Limited travel may be required
Open: September 1, 2021
Close: October 15, 2021

Introduction and Agency Overview

The Washington State Office of Civil Legal Aid (OCLA) is an independent judicial branch agency that manages and oversees state appropriations for civil legal aid in Washington State. OCLA manages five principal programs:

- A general statewide civil legal aid program for low-income people
- A civil legal aid to crime victims program
- An emergency COVID-19 civil legal aid program
- An appointed counsel program for children in the child welfare system
- An appointed counsel for indigent tenants against whom unlawful detainer proceedings have been filed

OCLA's governing statute is codified in [RCW 2.53](#). The agency does not provide services in-house. It contracts with non-profit legal aid providers, private attorneys, and law firms to provide legal aid services in each of the core program areas. During FY 2022-23, OCLA will manage over \$95 million in state and federal funds.

OCLA currently has six full-time staff, but is expected to grow significantly over the coming years in light of new and expanded programs assigned by the Washington State Legislature in the 2021 legislative session. In order to meet current and existing programmatic obligations, OCLA seeks additional administrative support capacity through the addition of an Administrative and Contract Support Assistant.

The successful applicant will have:

- Demonstrated commitment to equity and social justice (either through prior employment, volunteer activity, or lived experience)
- Exceptional administrative support skills
- Outstanding customer service and people skills, including the ability to communicate effectively in person, by email, and by telephone
- Ability to work effectively as a critical member of a small team of professionals in a highly mission-driven environment
- Ability to prioritize tasks, handle short deadlines, and work independently
- Ability to grasp the big picture as well as accurately follow through on details
- Well-developed skills with the Microsoft Office suite (Word, Outlook, Excel, Access, PowerPoint, Teams) and other relevant software applications; ability to learn and master the Judicial Contract Tracking System (JCTS) and other relevant software applications
- Excellent writing and proofreading skills
- Basic math skills

Desired Qualifications

- Experience or demonstrated interest in working in or with a public or private social service or law and justice organization or environment
- High School graduation or GED and three years of progressively responsible experience working in an administrative support or clerical organization

Routine Duties

- Coordinate and organize program activities as assigned
- Work closely with the Senior Administrative Assistant/Contracts Manager to prioritize and allocate administrative and contract support tasks, responsibilities, and timelines
- Receive, review, assess for accuracy invoices from agency contractors and forward the same to the relevant program lead for approval
- Accurately enter data into the JCTS system
- As requested or assigned, coordinate, organize, and manage event (in-person and virtual) logistics
- Perform assigned duties using independent judgment and ensuring timeliness, accountability, confidentiality, and quality of work product
- Coordinate with other agency staff members on administrative practices and procedures
- Make travel arrangements

General Responsibilities

- Embrace, support, and contribute to the agency's anti-racist and equity focused organizational culture and strategic initiatives
- Exercise mature judgment and patience with contractors, clients, and vendors
- Participate in and foster a collaborative team working environment at OCLA
- Diligently follow the ethical requirements of state government

COVID-19 Related Conditions of Employment

Consistent with the guidance outlined in [Proclamation 21-14.1](#) and [Supreme Court Order No. 27500-B-669](#), the successful applicant must demonstrate proof of vaccinated status or the basis for an exemption due to sincerely held religious beliefs or an exemption due to a disability-related need for reasonable accommodation.

Compensation and Benefits

Salary: \$41,000-\$45,000 annually DOQ
Benefits: Paid medical/dental, life insurance, and long term disability insurance programs
Leave: Paid vacation and sick leave benefits
Retirement: Employer contributions to state retirement benefits

[Click here for more benefit information](#)

Application Process

Interested candidates may apply by submitting the following electronically to ocla@ocla.wa.gov:

- Letter of interest, describing your specific qualifications for the position
- Current résumé and a list of at least three professional references
- [Application for State Jobs](#) (Word file) (Rev. 6/4/19)

Persons selected for interview may be asked to complete an office skills assessment.

Additional Information

The Office of Civil Legal Aid (OCLA) is committed to equity and inclusion in hiring and employment practices and full compliance with federal and state equal employment opportunity and non-discrimination laws. OCLA strongly encourages members of diverse communities that have historically been under-represented in and harmed by the law and justice system to apply. OCLA will not discriminate against any person based on race, creed, color, national origin, citizenship, or immigration status; families with children; gender (including gender identify or gender expression); marital status; sexual orientation; age; veteran or military status; the presence of any sensory, mental, or physical disability (actual or perceived); or the use of a trained dog guide or service animal by a person with a

Administrative and Contract Support Assistant

9/1/2021

Page 4 of 4

disability. Individuals needing a reasonable accommodation for the application or interview process, should contact Hope Hough at hope.hough@ocla.wa.gov or (360) 704-5564.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability considerations. We also support Washington State greenhouse gas reduction efforts. We therefore take a generous approach to telecommunication and remote work activity.