



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB18617e
Opening Date: 11/06/2009
Closing Date: 11/19/2009



Office Assistant 3 (Non-Permanent) Range 31 \$25,932 - \$33,468 annually.

Agency Information

The Office of Administrative Hearings (OAH) is an independent state agency made up of administrative law judges who conduct impartial administrative hearings for Washington's citizens and governmental agencies.

We are looking for a highly confident, flexible and respectful, team orientated Office Assistant 3 to provide clerical support to administrative law judges in our Olympia office.

This position is non-permanent and expected to last one year.

Duties

Responsibilities of this position include providing data entry of CATS cases and timely distribution of the files to other OAH field offices. This position also assists in the preparation of time sensitive and efficiently drafted decisions created for the Administrative Law Judges.

You must be willing and able to answer a multi-line phone system, sit or stand for long periods of time, interact in a professional manner with people who are angry or upset, work under pressure to meet strict deadlines, perform multiple tasks and complete them even with amidst constant interruptions.

Qualifications

REQUIRED QUALIFICATIONS:

High school graduation or equivalent and two years of clerical experience.

This position requires the ability to maintain the highest level of confidentiality at all times. You should be skilled in greeting, directing or referring, and interacting with the public, customers, or clients. You should be willing and able to maintain a pleasant and professional demeanor with the public and coworkers. You must be able to transcribe from dictation and proofread written material, identifying and correcting errors in grammar, punctuation and spelling. You must be able to explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems, communicate decisions or actions.

Special Notes

We offer a comprehensive benefits package including:

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- Medical, dental, life, and long-term disability insurance
- Optional long-term care and auto/home insurance
- State retirement plan
- Optional Deferred Compensation Program for tax-deferred retirement investment
- 12-22 days of vacation leave per year
- 11 paid holidays per year
- 12 days of paid sick leave per year
- 1 personal holiday per year
- Shared leave
- Family-medical leave
- Military and civil leave
- Deferred College Tuition Program (GET)

HOW TO APPLY

To apply visit www.careers.wa.gov, please click the "Apply button" at the top of this requisition; OR click on the "Apply Directly" link from the job seeker start page and enter reference code *18617*.

To be considered for this position, you **MUST** attach the following materials to your resume profile in E-Recruiting.

1. Cover letter explaining exactly how you are qualified for this position.
2. Three professional references.

Your application materials will be used in screening to determine if you will be selected for consideration. The initial screening will be based solely on the information you submit. Candidate evaluation will be ongoing and it will be to the applicant's advantage to submit materials as soon as possible. OAH reserves the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.

While not required, applicants are encouraged to complete the remainder of the tabs in the resume profile.

Other Information

The Office of Administrative Hearings is an equal opportunity employer. Women, racial and ethnic minorities, people with disabilities, people over 40 years of age, disabled veterans, and Vietnam Era veterans are encouraged to apply.

If you are an applicant with a disability and need assistance to pursue the application process, or need this announcement in an alternative format, please contact the ADA Coordinator, Office of Administrative Hearings, P.O. Box 42488, Olympia, WA 98504-2488, Telephone: (360) 664-8717. TTY users dial through Washington relay operator (1-800-833-6388).

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