



Appointment Type: Non-Permanent
Working Time: Full Time
Reference Code: NB19542e
Opening Date: 11/06/2009
Closing Date: 11/22/2009



Administrative Assistant 3 - Seattle (Non-Permanent) **Range 39 \$31,176 - \$40,524 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 an Administrative Assistant 3 for our Seattle office. The ideal candidate will have a proven track record of successful implementation and management of workflow in high volume fast paced projects. They will have extremely refined organizational skills and demonstrate process orientation. They will have management experience and work well both as a leader and in teams. Multitasking and follow up skills are critical as well as being friendly, outgoing, proactive and positive.

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

Duties

This position supports the Assistant Deputy Chief, the Legal Secretary 3 and the Administrative Law Judges by performing a variety of administrative and secretarial support duties and is responsible for one or more major programs.

The ideal candidate will have knowledge of standard office procedures and practices; business management practices, research methods and data collections; communication and correspondence practices; Principles and practices of supervision.

You must be willing and able to: work independently; read, understand, and interpret policies and procedures; develop written reports; work effectively with others; communicate effectively, both in writing and speech. This position requires the ability to maintain the highest level of confidentiality at all times.

Qualifications

REQUIRED QUALIFICATIONS:

High school graduation or GED AND three years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work.

Formal education will substitute year-for-year for experience.

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Special Notes

We offer a comprehensive benefits package including:

- 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 *19542*.

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

1. A COVER LETTER explaining exactly how you are qualified for this position.
2. THREE PROFESSIONAL REFERENCES and their contact information.

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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