



Washington State Office of Public Defense

August 1, 2016

Open Until Filled

Exempt Recruitment
PROGRAM ASSISTANT
\$38,000-\$45,000 annually

Washington State Office of Public Defense
Olympia, Washington
www.opd.wa.gov

The Washington State Office of Public Defense (OPD) is an independent judicial branch agency whose legislative mandate is to implement the constitutional and statutory guarantees of counsel and to ensure the effective and efficient delivery of indigent defense services funded by the state. OPD has 15 employees at its office in Olympia and administers client-service contracts with more than 200 attorneys and social service specialists statewide.

OPD seeks a full-time Program Assistant to support four managing attorneys and a social service manager with the development, implementation, and continual improvement of OPD's acclaimed Parents Representation Program. The position also performs various administrative tasks as needed to support other OPD programs and projects.

The successful applicant manages priorities across multiple assignments, meets deadlines, writes well and proofreads meticulously, and engages comfortably with people and technology. The Program Assistant work site is in downtown Olympia.

Required Qualifications

The successful applicant will have:

- A demonstrated ability to handle agency business activities appropriately and discreetly.
- Experience providing exceptional administrative support skills.
- Outstanding customer service and people skills.
- A track record as a team player.
- A demonstrated ability to multi-task in a fast-paced environment.
- Ability to prioritize work, handle short deadlines, and work independently.
- Ability to grasp the big picture as well as follow through on the details.
- Proficiency in Microsoft Word, Outlook, Excel and Access.
- Excellent writing and proofreading skills.
- Basic math skills.

Desired Qualifications

- Experience or demonstrated interest in working in a public-service oriented law office.
- Bachelor's degree.

Routine Duties

- Prepare correspondence, including time-sensitive letters authorizing expert witnesses.
- Research various information as requested by managing attorneys.
- Proofread and assemble reports.
- Process and maintain attorney contracts and contract files (electronic and hard copy).
- Verify malpractice insurance coverage for contract attorneys.
- Respond to inquiries from contract attorneys, trial and appellate courts, and others.
- Support contract attorneys and others in the use of data reporting systems.
- Monitor, analyze, and summarize data.
- Sort, file, and tabulate various documents and records.
- Coordinate logistics for training programs and statewide conferences.
- Coordinate managing attorneys' schedules as needed, including travel plans.
- Occasionally coordinate travel for contractors and witnesses.

General Responsibilities

- Exercise proper English grammar, punctuation, and correspondence formatting.
- Exercise mature judgment and patience with contractors, clients, and vendors.
- Take a continual quality improvement approach to all agency activities.
- Treat all internal and external stakeholders with respect.
- Participate in and foster a collaborative team working environment at OPD.
- Diligently follow the ethical requirements of state government.
- Conduct all activities with the highest degree of professionalism working in the best interests of the state according to OPD's mission "to implement the constitutional and statutory guarantees of counsel."

Compensation

\$38,000-\$45,000 annually.

Competitive compensation depending on qualifications. Washington State employees are offered a comprehensive benefit package that includes retirement, options for deferred compensation, and a full array of health, dental and life insurance coverage.

Application Process

Interested candidates may apply by submitting the following:

- Letter of interest.
- Current résumé and a list of at least three professional references.
- [Application for State Jobs](#)

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

Submit application materials by email to:

Sophia Byrd McSherry, Deputy Director, at sophia.byrdmcsberry@opd.wa.gov

Open until filled.

The Washington State Office of Public Defense vigorously pursues diversity in the work force. Women, racial and ethnic minorities, persons over 40 years of age, persons of disability, and disabled and Vietnam era veterans are encouraged to apply.