



## Washington State Office of Public Defense

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June 6, 2022,

Open Until Filled

***Exempt Recruitment***  
**ADMINISTRATIVE ASSISTANT –Entry Level**  
**\$43,000 - \$47,844 annually**

**Washington State Office of Public Defense**  
Olympia, Washington  
[www.opd.wa.gov](http://www.opd.wa.gov)

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The Washington State [Office of Public Defense](#) (OPD) administers legal services for low-income people who have a right to counsel in certain specialized areas of law. OPD provides lawyers for clients who have cases in the state appellate courts, or who are facing indefinite civil commitment for sex crimes, or who have had their children removed by the state. The agency also distributes state grants and provides consultation services to county and city public defense programs.

*OPD has 35.2 employees and manages client-service contracts with more than 300 attorneys and social service specialists statewide.*

OPD seeks a full-time Administrative Assistant to support its Disproportionality Legal Training Coordinator in day-to-day operations associated with curriculum and content development for training events/presentations, visual aids, or other materials. The Administrative Assistant will schedule and provide technical assistance during the Disproportionality Legal Coordinator's presentations and/or training events.

The successful applicant is accountable for meeting priorities across multiple assignments, achieving deadlines, writing well and proofreading meticulously. The Administrative Assistant engages comfortably with people and technology. The daily work site is in downtown Olympia, with convenient access to parking and transit.

**The successful applicant will have:**

- Demonstrated values of social justice.
- 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 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 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.
- High School graduation or GED and three years of progressively responsible experience working as an administrative assistant/legal assistant, clerical or general administrative work in a fast-paced environment.

## **Routine Duties**

- Coordinates and organizes program operations as assigned and serves as primary contact on program training activity events regarding logistics.
- Serves as a liaison between supervisor and other staff; members, relaying assignments and requesting status information.
- Conducts and/or responds to surveys and studies; composes narrative portions of documents such as training power points and other content related to disproportionality advocacy training.
- Coordinates, organizes and manages event logistics serving as an active member of the organization's administrative team.
- Performs administrative duties that require independent judgment, accountability, confidentiality, organizational and prioritization skills, and outstanding interpersonal skill.
- Coordinates with other agency staff members on administrative practices and procedures.
- Effectively use Excel to cross-reference information from multiple databases.
- Sort, file, and tabulate various documents and records.
- Make travel arrangements.

## **General Responsibilities**

- Exercise mature judgment and patience with contractors, clients, and vendors.
- Participate in and foster a collaborative team working environment at OPD.
- Diligently follow the ethical requirements of state government.

## **Compensation**

\$43,000 - \$47,844 annually.

Compensation depending on qualifications. Washington State employees are offered a comprehensive benefit package that includes: paid holidays, vacation and sick leave; retirement; options for deferred compensation; and health, dental and life insurance coverage for self and family.

## **Application Process**

Interested candidates may apply by submitting the following directly to OPD:

- 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.*

## **Submit application materials by email to:**

Barbara Harris, Disproportionality Legal Training Coordinator at [barbara.harris@opd.wa.gov](mailto:barbara.harris@opd.wa.gov)

*Honoring diversity, equity and inclusion means that as an agency, and as individuals, we are committed to ensuring that all employees enjoy a respectful, safe and supportive working environment.*

*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 military veterans are encouraged to apply.*