

**State of Washington
Public Employment Relations Commission
invites applications for the position of:
LEGAL ASSISTANT 3**



SALARY: \$37,476.00 - \$50,292.00 Annually

OPENING DATE: 12/14/17

CLOSING DATE: Continuous

DESCRIPTION:

The mission of the Public Employment Relations Commission (PERC) is to prevent or minimize the disruption to public services through the impartial, timely and expert resolution of labor management disputes. PERC is a high performing organization that strives to improve the relationships between labor and public employers.

PERC is recruiting for a full-time permanent Legal Assistant 3 to join our dynamic team. The Legal Assistant position is covered by the FLSA and is overtime eligible. (Legal Assistant 3, salary range 44 - \$37,476 - \$50,292 annually, depends on qualifications) This recruitment will remain open until filled. The agency reserves the right to hire at any time and it is to the candidate's advantage to apply as soon as possible.

DUTIES:

This position supports the Labor Relations Adjudicator/Mediators. Job duties may include:

- Providing legal support to Labor Relations Adjudicator/Mediators, Executive Director, and Commissioners.
- Serving as a document repository administrator.
- Preparing correspondence for Labor Relations Adjudicator/Mediators.
- Reviewing work product of other Legal Assistants for accuracy, completeness and compliance with agency procedures.
- Proofreading and editing legal documents for content and grammar.
- Other duties as assigned.

QUALIFICATIONS:

Desirable:

A two-year degree in Legal Assistant Studies, Paralegal Studies or related field of study, plus two years of legal office experience.

OR

One year of legal assistant experience for an Attorney, Labor Relations Adjudicator/Mediator, Administrative Law Judge, Industrial Appeals Judge, Review Judge, or equivalent.

OR

A combination of five years of college education and/or relevant experience.

OR

One year as a Legal Assistant 2.

A Bachelor's degree may substitute for the Legal Secretary or Paralegal degree.

We are looking for applicants who have:

- Ability to effectively communicate, make timely and logical decisions, adapt to changing business needs, conditions and work responsibilities.
- Proven success earning the trust and respect of their customers, peers, and management and promote cooperation and commitment within a team to achieve goals and deliverables.
- Demonstrated intermediate level experience using Microsoft Office Suite.
- Demonstrated ability to enter data accurately into databases.
- Demonstrated ability to learn and utilize reporting functions of a database.
- Ability to handle multiple tasks with competing deadlines.
- Proven success working as a member of a team, contributing to team goals, and maintaining a positive attitude.
- Demonstrated ability to proofread and edit documents.

SUPPLEMENTAL INFORMATION:**Application Instructions:**

Include the following items in your application package -

- current resume
- letter of interest that includes a description of how you meet the desirable qualifications and why you think you are a good fit for the position
- name and phone numbers of three professional references
- where you heard about this job recruitment

Application package must be submitted to (email is preferred):

Public Employment Relations Commission

Diane Tucker

PO Box 40919

Olympia, WA 98506-0919

email: diane.tucker@perc.wa.gov

