



## Washington State Office of Civil Legal Aid

### Notice of Position Vacancy

**Position:** Administrative and Contract Support Assistant  
**Agency:** Washington State Office of Civil Legal Aid  
**Job Type:** Permanent Full-Time  
**Salary:** \$55,000 - \$62,000 Annually (DOE)  
**Location:** Olympia, WA (preferred; hybrid work/remote arrangements available)  
**Travel:** Limited travel may be required  
**Open:** June 12, 2023  
**Close:** Open until filled

### Introduction and Agency Overview

OCLA is an independent agency in the judicial branch of state government. Recognizing that “the provision of civil legal aid services to indigent persons is an important component of the state's responsibility to provide for the proper and effective administration of civil and criminal justice,” the Washington State Legislature established OCLA in 2005 to manage the then-small state investment in civil legal aid services to low-income people in Washington State. In the years since, the Legislature has greatly expanded the scope of OCLA’s responsibilities.

Consistent with [The Washington State Supreme Court’s June 4, 2020 Statement to the Legal Community \(Download PDF reader\)](#), OCLA acknowledges that it and its contracted civil legal aid providers operate in a law and justice system historically grounded in racism and that time and again has administered justice differentially depending on the racial identities of those involved. OCLA was an initial subscriber to the [Washington Race Equity and Justice Acknowledgments and Commitments](#). As outlined in its Race Equity and Justice Statement of Purpose, OCLA is committed to being an active partner in carrying out the Washington State judicial branch’s commitment to ensuring equity and justice for people and communities throughout our state. It does this by:

1. Underwriting, supporting, and overseeing effective, equity-driven delivery of civil legal services to low-income people throughout the State of Washington. In doing so, we require providers and contractors to focus on and actively engage with communities most harmed by poverty and lack of access to essential health, social, educational, and economic opportunities, services, and support. We do so recognizing that access to civil justice can mitigate and interrupt poverty-driven harms and suffering, including disproportionate contact with juvenile, child welfare, eviction, and criminal justice systems;
2. Helping identify and address law and justice system practices, policies, and biases that cause or perpetuate differential treatment and disproportionate outcomes for poor communities, especially those harmed by structural racism. Based on this

knowledge, we help facilitate changes necessary to transform existing systems that cause or perpetuate disproportionate harms to and injustices experienced by low-income people, families, and communities.

3. Ensuring that we orient our internal policies, practices, and focus around our commitment to equity and anti-racism – both within the context of internal agency operations as well as in our engagement with external communities, partners, and contractors.
4. Ensuring rigorous stewardship of and accountability for public funding entrusted to us, consistent applicable laws and our equity and anti-racism goals.

The successful applicant will have:

- A demonstrated commitment to equity and social justice (either through prior employment, volunteer activity, or lived experience)
- Exceptional administrative support skills
- A strong desire to learn and grow personally and professionally
- Outstanding interpersonal communication skills, including the ability to communicate effectively in person, by email, and virtually
- Ability to work effectively as a critical member of a small team of professionals in a highly mission-driven environment
- Ability to prioritize and manage a wide spectrum of tasks, handle short deadlines, work independently, and adapt as new and changing demands require
- Ability to grasp the big picture as well as accurately follow through on details

### **Required Qualifications**

- Minimum of three (3) years of demonstrated working knowledge using Microsoft Office or Office 365 suite (Word, Outlook, Excel, Access, PowerPoint, Teams) and other relevant software applications.
- Prior work experience demonstrating the ability to learn and master other relevant software applications.
- Excellent writing, editing, document and report preparation, and proofreading skills.
- Demonstrated understanding of the impact of racism, bias, and discrimination on communities that have been traditionally harmed and denied access to civil legal aid services.

### **Desired Qualifications**

- Data entry and reporting skills (preferred) using Excel, case management, and other relevant data systems.
- Experience or demonstrated interest in working in a public or private social service or law and justice organization
- Ability to issue spot, identify problems, and develop strategies to ensure maximum efficiency and effectiveness in support of agency core programs and functions
- Experience working with diverse populations including racial, ethnic, linguistic, LGBTQIA2S+, disability, immigrant, and houseless communities.

### **Routine Duties**

- Coordinate and organize program activities as assigned
- Work collaboratively within the OCLA support team to prioritize and allocate administrative and contract support tasks, responsibilities, and timelines
- Receive, review, assess for accuracy invoices from agency contractors and forward the same to the relevant program lead for approval
- Accurately enter data into the JCTS system or other contract tracking and management systems
- Learn and produce reports in various program-related case management systems
- Provide support to managers and team members relating to their effective administration and oversight of state funded legal aid programs
- As requested or assigned, coordinate, organize, and manage event (in-person and virtual) logistics
- Perform assigned duties using independent judgment and ensuring timeliness, accountability, confidentiality, and quality of work product
- Coordinate with agency team members on administrative practices and procedures
- Make travel arrangements for program staff and contractors

### **General Responsibilities**

- Embrace, support, and contribute to the agency's anti-racist and equity focused organizational culture and strategic initiatives
- Exercise mature judgment and patience with contractors, clients, and vendors
- Participate in and foster a collaborative team working environment at OCLA
- Diligently follow the ethical requirements of state government

### **Compensation and Benefits**

Salary: \$55,000 - \$62,000 Annually (DOE)  
Benefits: Paid medical/dental, life insurance, and long-term disability insurance programs  
Leave: Paid vacation and sick leave benefits  
Retirement: Employer contributions to state retirement benefits

**[Click here for more benefit information](#)**

### **Application Process**

Applications must be emailed to [jobs@ocla.wa.gov](mailto:jobs@ocla.wa.gov) and should include the subject heading **Statement of Interest – Administrative and Contract Support Assistant**

Submissions must include:

- A cover letter and resume outlining the applicant's credentials and professional/lived experience that is responsive to the skills and background outlined in this Notice

- A list of at least three (3) professional references who can speak to the applicant's competencies and skills required for this position
- A completed application for state employment ([MS Word file](#))

**CLOSING DATE:** The announcement will remain open until filled, applications will be accepted until the position is filled, and first review of applications will be on July 17, 2023. OCLA reserves the right to close the recruitment at any time.

### **Additional Information**

The Office of Civil Legal Aid (OCLA) is committed to equity and inclusion in hiring and employment practices and full compliance with federal and state equal employment opportunity and non-discrimination laws. OCLA strongly encourages members of diverse and historically disfavored and underrepresented demographic communities to apply. OCLA will not discriminate against any person based on race, creed, color, national origin, citizenship, or immigration status; families with children; gender (including gender identify and gender expression); marital status; sexual orientation; age; veteran or military status; the presence of any sensory, mental, or physical disability (actual or perceived); or the use of a trained dog guide or service animal by a person with a disability.