

# EXEMPT RECRUITMENT ANNOUNCEMENT

## Legal Assistant - Exempt Environmental and Land Use Hearings Office Tumwater, Washington

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**DATE:** September 29, 2015

**CLOSES:** **October 14, 2015**

**SALARY RANGE:** \$41,736 - \$53,424 annually, depending on qualifications and experience.

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### AGENCY PROFILE:

The Environmental and Land Use Hearings Office (ELUHO) houses three quasi-judicial tribunals, the Pollution Control Hearings Board (PCHB), the Shorelines Hearings Board (SHB), and the Growth Management Hearings Board (GMHB). The purpose of these boards is to provide an easily accessible forum for independent, expeditious and efficient review of various state agency and local government environmental and land use decisions. The mission of the ELUHO is to support these three independent and impartial boards.

### ESSENTIAL JOB ELEMENTS:

- Manage Board calendars
- Communicate with outside parties regarding case management and procedural assistance
- Edit and proof Boards' Orders for issuance, including citations
- Draft correspondence, templates and various procedural orders
- Schedule hearings, conferences, board discussions and oral arguments
- Arrange locations and court reporters and make travel arrangements
- Assist Board and Administrative Appeals Judges with Case Management
- Prepare hearing packets and notebooks for motions and hearings for Board Members
- Maintain and update agency library
- Participate in monthly workload meetings
- Provide technical support for hearing room
- Cross train and fill in for other support staff as needed
- Proficiency in Microsoft Office software
- Proficiency in Case Management software
- Provide technical assistance to Board Members and Judges in document preparation
- Work accurately with minimal supervision
- Be self-motivated in accomplishing duties, meeting deadlines, and prioritizing work
- Maintain organized and neat work area

### MINIMUM QUALIFICATIONS

- Five years working as a legal assistant or with a quasi-judicial board
- Excellent editing/proofreading skills
- Proficiency with Microsoft Office

- Applicant must have excellent telephone skills/customer service skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work in a flexible manner and manage multiple priorities
- Ability to provide exemplary internal and external customer service
- Excellent interpersonal and communications skills
- Strong attention to detail
- Ability to work independently and as a team member
- Ability to maintain boards' confidentiality

**DESIRABLE QUALIFICATIONS**

- College level legal assistant/paralegal courses
- Experience working in state government

**APPLICATION PROCESS:**

**Interested candidates may apply by submitting the following packet of information:**

1. Cover letter describing interest and qualifications for the position.
2. Resume
3. Minimum of three employment references, including one supervisor, with current telephone numbers.

**To ensure consideration, please submit your application materials electronically to:**

Paulette Yorke, Administrative Manager  
Environmental and Land Use Hearings Office (ELUHO)  
[Paulette.yorke@eluh.wa.gov](mailto:Paulette.yorke@eluh.wa.gov)  
PO Box 40953  
Tumwater, WA 98501  
(360) 664-9171

*The Environmental and Land Use Hearings Office is an equal opportunity employer. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply.*

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