



District Administrative Assistant Office of Court Operations

The Office of Court Operations is seeking an organized and enthusiastic full-time **District Administrative Assistant** to act as an integral member of the administrative team serving the District Court Administrator's Office in Judicial Administrative District 1 of the Wisconsin Court System. The District Administrative Assistant supports the Chief Judge and District Court Administrator in the administration of trial courts.

Judicial Administrative District 1 of the Wisconsin Circuit Court is composed of 47 Judges and their staff. The District 1 office is located in Milwaukee, WI. Circuit courts have original jurisdiction in all civil and criminal matters within the state, including probate, juvenile, and traffic matters as well as civil and criminal jury trials.

LOCATION: Milwaukee, Wisconsin.

SALARY: Salary in the range of \$55,348.63 to \$60,883.49 annually with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Provide administrative support to the Chief Judge and District Court Administrator. 2) Assist the Office of Court Reporting Services to manage court reporter functions. 3) Manage judicial assignments. 4) Assist with management of county commissioner appointments. 5) Collect, compile, interpret, and report on court operational data.

QUALIFICATIONS:

Required: 1) Experience providing administrative support involving multiple and complex tasks. 2) Experience coordinating competing priorities and schedules. 3) Experience preparing official documents, compiling and analyzing information in spreadsheets, and querying data in database applications. 4) Experience maintaining confidential information. 5) Experience using email, web browser, word processing, spreadsheet, database, and other software and applications used in an office environment.

Preferred: 6) Experience working in a court or legal setting. 7) Knowledge of the Wisconsin Circuit Court System. 8) Education or training in legal Assistance (e.g., Paralegal Associate Degree). 9) Experience with Microsoft Office.

SPECIAL REQUIREMENTS: Employment will require a criminal background check.

TO APPLY:

Please submit a cover letter, resume, and writing sample in a **single .pdf document** with the subject line indicating the position **#24-2426 District Administrative Assistant** to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on June 9, 2024. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

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