



## Support Services Assistant Office of the Clerk Wisconsin Court System

The Office of the Clerk for the Wisconsin Supreme Court and Court of Appeals is seeking qualified candidates for a full-time **Support Services Assistant**. If you have experience filing and processing legal documents, are customer service driven, and are detail oriented, we encourage you to apply.

The Clerk's Office accepts documents for filing and is the repository for all documents filed with the Wisconsin Supreme Court and Court of Appeals. It is responsible for attorney administration matters. Additionally, it maintains files for the Supreme Court on all rules proceedings, including petitions for new Supreme Court rules or for changes in the rules of pleading and practice or civil procedure.

**LOCATION:** Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. The position is headquartered in Wisconsin and selected candidates may be expected to report to office locations in Wisconsin on short notice. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

**SALARY:** \$45,760 annually with a State of Wisconsin benefits package.

### RESPONSIBILITIES:

1) Assists with the case processing involving: writs, leaves, original actions, attorney suspensions, reinstatements and disciplinary cases; 2) Receives and examines appeal briefs and records and enters appropriate information in Court Systems; 3) Prepares certificates, court hearing calendars, and attorney updates; 4) Processes in-coming mail and provides general office support; 5) Serves as receptionist for the Clerk's Office.

### QUALIFICATIONS:

**Required:** 1) Experience preparing and reviewing documents for completeness, adequacy, accuracy, and compliance; 2) Experience assuring confidentiality; 3) Experience responding to customer inquiries regarding processes and managing records; 4) Experience assisting other staff with administrative duties; 5) Experience providing verbal and written communication to a wide range of audiences; **Preferred:** 6) One year of postsecondary education; 7) Knowledge of Wisconsin Statutes, court rules, court procedures and policies, legal documents and terminology, or laws and legal functions pertaining to Wisconsin Courts; 8) Experience or training in the legal field.

### SPECIAL REQUIREMENTS:

1.) Employment will require a criminal background check; 2.) Must meet the minimum standards for driving a state vehicle; 3.) Must be able to travel throughout the State of Wisconsin with occasional overnights.

### TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#24-2420 Support Services Assistant** to [human.resources@wicourts.gov](mailto: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 May 19<sup>th</sup>, 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](http://www.wicourts.gov).

**Notice:** Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**