



Program Specialist

Consolidated Court Automation Programs (CCAP)

Wisconsin Court System

Consolidated Court Automation Programs (CCAP) is seeking a **Program Specialist** to join a dynamic team dedicated to the development and management of technology in support the court system's extensive IT infrastructure located throughout the state of Wisconsin.

This position provides high-level administrative support of department operations and procurement, as well as assistance to the Business Manager, Chief Information Officer and Deputy Information Officer. The CCAP Program Specialist is also responsible for administrative duties that require boarder departmental knowledge and advanced analytical skills to assist in the day-to-day operations of CCAP. This position performs a wide range of functions to supervisory, professional, and administrative staff; as well as communication with various stakeholders. Well qualified candidates will have experience with finance and project management. The Program Specialist position requires the ability to exercise independent judgement and work independently under general supervision.

LOCATION: Madison, Wisconsin

SALARY: \$50,034 to \$60,541 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1.) Support all procurement functions including purchase requisitions, budgetary management, and financial reporting. 2.) Request, process, and coordinate vendor invoices, quotes and deliveries, as required. 3.) Create and maintain financial department reports, including tracking and forecasting. 4.) Manage annual plan project plan initiatives. 5.) Perform general reception duties, phone, and office coverage, data entry, drafting documents, proofreading, and editing. 6.) Coordinate committee and department meetings, conferences, and trainings, including securing meeting room and equipment rental, hotel room blocks, and purchasing card transactions. 7.) Provide staff support to committees including drafting and distributing materials, taking and transcribing minutes, and session coordination. 8.) Schedule accommodations and management of staff travel, including reservation processing, confirmation, payment, fleet maintenance, and reporting. 9.) Provide audits of CCAP's asset management software for accuracy of new equipment, inventory movement, and physical count results. 10.) Support CCAP inventory tasks, as required.

QUALIFICATIONS:

1.) Some college or Associate's Degree, with Bachelor's Degree preferred. 2.) 3-5 years of relevant office experience, with an emphasis in financial management, purchasing, inventory, or project management. 3.) Experience in office management and high-level administrative responsibilities. 4.) Experience managing finances, budgetary processes, and application of accounting principles for data analysis 5.) Experience handling confidential information. 6.) Experience working with the public. 7.) Excellent knowledge of grammar, editing principles, verbal and written communication skills, including proofreading and editing. 8.) Proficiency with of spreadsheets, word processing and other computerized business administration tools and software, as well as online meeting platforms. 9.) Exceptional time management, planning, problem-solving, and organizational skills while maintaining a high level of attention to detail. 10.) Ability to manage multiple, concurrent projects from start to completion.

SPECIAL REQUIREMENTS:

1. Employment will require a criminal background check. This position is not eligible for remote work. Occasional travel to off-site locations is required for inventory audits, meetings, and other events.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#24-2421 Program Specialist** 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 2, 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.

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

EQUAL OPPORTUNITY and [E-VERIFY EMPLOYER](#)