



Program Associate Office of the Director of State Courts Wisconsin Court System

If you have outstanding organizational skills and experience providing administrative support and program assistance, we encourage you to apply for the **Program Associate** position at the Wisconsin Court System. This position is available starting July 28, 2024.

Under the supervision of the Director of State Courts and the direction of the Executive Staff Assistant, this position provides administrative support to the Director of State Courts Office and Supreme Court for the Wisconsin Court System. The Program Associate provides assistance for the Court with Class, Justice on Wheels, and other Supreme Court Programs. This position serves as the administrative staff for the Appointment Selection Committee, and serves as the front-desk receptionist for the Director of State Courts Office. The Program Associate maintains active communication with the Director of State Courts Office and the Supreme Court.

LOCATION: Madison, Wisconsin.

SALARY: \$40,041 to \$48,445 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Provides assistance for various Wisconsin Supreme Court programs. 2) Performs various administrative activities for the Director of State Courts Office staff. 3) Serves as the front-desk receptionist for the Director of State Courts Office and Supreme Court. 4) Provides administrative support for Supreme Court Committee appointment process. 5) Assists with special projects and performs other duties as assigned.

QUALIFICATIONS:

Required: 1) Training and/or experience in general administrative support. 2) Skill in providing customer service to diverse audiences. 3) Skill in writing professional correspondence. 4) Skill in the use of email, web browser, word processing, spreadsheet, document creation, publishing, and other office software. 5) Ability to maintain confidentiality of records and information. 6) Ability to organize and prioritize work, work independently, and meet deadlines.

Preferred: 7) Training and/or experience in legal support. 8) Knowledge of rules and internal operating procedures of the Wisconsin Supreme Court. 9) Knowledge of administrative and clerical procedures and systems used in legal support. 10) Knowledge of Wisconsin's Public Records Law. 11) Knowledge of Wisconsin's legislative process.

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 **#24-2425 Program Associate** 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 30, 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.

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

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER