



## Legal Associate

### Supreme Court of Wisconsin, Supreme Court Commissioners

If you have experience supporting attorneys by providing legal assistance and office support; we encourage you to apply for the **Legal Associate** position at the Supreme Court of Wisconsin, Supreme Court Commissioners.

The Supreme Court of Wisconsin, Supreme Court Commissioners is seeking qualified candidates for a full-time **Legal Associate**. The Supreme Court of Wisconsin, Supreme Court Commissioners are responsible for researching, preparing memoranda's and making recommendations to the court regarding matters brought within the court's discretionary appellate jurisdiction and performs other duties as the court or the chief justice may direct.

**LOCATION:** Madison, WI (Downtown)  
**WORK HOURS:** Monday through Friday 8:30 AM to 5:00 PM  
**SALARY:** \$45,000 to \$60,000 annually with a State of Wisconsin benefits package.  
**CLASSIFICATION:** Legal Associate

#### RESPONSIBILITIES:

(1) Provide support and legal assistant services to the Supreme Court Commissioners; (2) Typing, editing, formatting, proofreading, and finalizing legal memoranda, orders, and other legal documents; (3) Transcribe dictation and prepare, proofread and edit legal documents and correspondence; (4) Produce written documents and materials using a wide range of office software applications; (5) Assist with communication activities and establish and maintain database and filing systems.

#### QUALIFICATIONS:

**Required:** (1) Experience providing support to attorneys by preparing complaints, motions, subpoenas, orders, or other documents accurately and in proper format; (2) Experience verifying citations and statutory references contained in legal documents; (3) Experience using software applications and legal and non-legal databases to produce legal related reports and documents, conduct research, and develop tables of contents and indices to briefs.

**Preferred:** (4) Knowledge of the Wisconsin legal system; (5) Education or training in Legal Assistance (e.g., Paralegal Associate Degree)

**TO APPLY:** Please submit a cover letter and resume in a **single .pdf document** indicating the position **Legal Associate – #20-1566** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov) or send to: Human Resources, 110 East Main Street Suite 430, Madison, WI 53703-3356, or FAX (608) 261-8293. 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 September 22, 2019. Applications will continue to be accepted until the position is filled. 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).

**EQUAL OPPORTUNITY EMPLOYER**