



Wisconsin Court System

Continuing Legal Education (CLE) Records Manager

Board of Bar Examiners (BBE)

If you have experience with organizing and maintaining compliance records, maintaining databases, or other similar experience, we encourage you to apply for the **Continuing Legal Education (CLE) Records Manager** position. Under the general supervision of the Director of the Board of Bar Examiners, the CLE Records Manager is responsible for communicating with lawyers about their CLE course requirements and their compliance with them. The CLE Records Manager is also responsible for working with attorneys to remedy their CLE suspensions, and also processes name changes for Wisconsin's licensed attorneys, makes CLE determinations regarding course submissions, and maintains all general program approval courses and files. Additionally, the CLE Records Manager is responsible for preparing CLE compliance materials for the Board's review.

LOCATION: Madison, WI
SALARY: \$38,501 to \$46,582 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

- 1) Determine lawyers' compliance with Wisconsin's mandatory CLE requirements.
- 2) Communicate with lawyers regarding their CLE/EPR compliance.
- 3) Maintain the databases for CLE course approvals and for attorney compliance.
- 4) Review and assess CLE course submissions.
- 5) Provide administrative support and perform other duties as assigned.

QUALIFICATIONS:

- 1) Experience in reviewing and applying compliance standards for licensed professionals.
- 2) Experience in utilizing databases.
- 3) Computer literacy with office software.
- 3) Familiarity with continuing legal education (CLE) and ethics & professional responsibility (ERP) requirements.
- 4) Strong verbal and written communication skills
- 5) Ability to work collaboratively with others.

Preferred Qualifications:

- 1) Associate or bachelor's degree in paralegal studies, legal studies, business, administrative assistance, office management or other related field.
- 2) Legal administrative experience.

SPECIAL REQUIREMENTS:

Employment will require a criminal background check.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **CLE Records Manager – #23-2349** 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 August 21, 2023. 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.