



Legal Associate
Supreme Court of Wisconsin, Supreme Court
Commissioners
Wisconsin Court System

If you have experience providing paralegal or administrative support to attorneys and want to be involved with the work of the State's highest court, we encourage you to apply for the part-time (.60 FTE) Legal Associate position with the Supreme Court Commissioners' office of the Wisconsin Court System.

This position assists the work of the Supreme Court Commissioners, who are responsible for performing legal research, preparing memoranda, and making recommendations to the Wisconsin Supreme Court regarding petitions seeking to invoke the court's jurisdiction, and for performing other duties as the court directs.

LOCATION: Madison, WI (Downtown – position requires full-time attendance in office)
WORK HOURS: 24 hours per week spread over all 5 days; specific schedule flexible
SALARY: \$28.85-\$32.69/hr (approx. \$36,000 to \$40,800 annually at .6 FTE) with a State of Wisconsin benefits package.

RESPONSIBILITIES:
1) Provide support and legal assistant services to the Supreme Court Commissioners. 2) Read and understand legal filings; select appropriate order forms in response to motions; and type, edit, format, proofread, and finalize legal documents with a high degree of accuracy. 3) Transcribe dictation for legal documents and correspondence. 4) Produce written documents and materials using a wide range of office software applications. 5) Establish and maintain department database and filing systems. 6) Use court's case management system. 7) Assist with communication activities.

QUALIFICATIONS:
Required: 1) Experience providing support to judges or attorneys by preparing litigation-related legal documents accurately and in proper format. 2) Experience verifying citations and statutory references contained in legal documents. 3) Strong knowledge of English language and grammar. 4) Experience using software applications and legal and non-legal databases to produce documents and conduct research. 5) Knowledge of the Wisconsin legal system. 6) Strong ability to work proactively and independently and anticipate the future needs of the office.

Preferred: 7) Education or training in Legal Assistance (e.g., Paralegal Associate Degree).

SPECIAL REQUIREMENTS:
1) Employment will require a criminal background check. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY:
Please submit a cover letter and resume in a single .pdf document indicating the position **Legal Associate – #24-2452** 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 October 9, 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