



Legal Assistant Court of Appeals Wisconsin Court System

The Court of Appeals – District IV in Madison, Wisconsin is looking for a **Legal Assistant** to join a dedicated team. This position is responsible for providing legal assistance and office support to the Court of Appeals' Central Staff Attorneys, who work in the District IV office.

LOCATION: Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule once the six-month probationary period is complete, depending on the needs of the position and the work unit.

SALARY: \$32,678 - \$48,679 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Assists with formatting a high volume of orders, opinions, and other legal documents through the use of word processing software and case management software. 2) Proofreads and edits text. 3) Coordinates the release of orders, opinions, and other legal documents using case management software and frequent communications with the staff of the Clerk of the Court of Appeals. 4) Manages and organizes files sent to the Court of Appeals including collecting, logging, tracking and organizing. 5) Assists with preparing additional legal documents and reports. 6) Provides administrative assistance for the office. 7) Performs other duties as assigned.

QUALIFICATIONS:

REQUIRED: 1) Knowledge of legal documents such as complaints, motions, subpoenas, and orders. 2) Knowledge of citations and statutory references contained in legal documents. 3) Skill in verbal and written communication. 4) Skill in the use of the online legal research systems. 5) Expert skills in the use of word processing, database, internet, and email software. 6) Ability to manage numerous documents and projects at once. 7) Ability to provide customer service to a diverse group of individuals. 8) Ability to ensure compliance with Wisconsin Supreme Court and/or Court of Appeals rules. 9) Post-Secondary coursework in paralegal studies or equivalent experience as a paralegal, legal assistant or similar position.

PREFERRED: 10) Associate's Degree. 11) Experience working with attorneys in the government or public sector. 12) Experience working with the State of Wisconsin.

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 **#24-2453 Legal Assistant** 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 6th, 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