



Program Specialist Office of Court Operations Wisconsin Court System

The Office of Court Operations is looking for a **Program Specialist** to join a dynamic team dedicated to the efficient operation of the courts within the Wisconsin Court System. Under the general supervision of the Deputy Director of State Courts for Court Operations this position is responsible for providing high level support of operations and administrative functions within the Office of Court Operations. This position requires experience providing program management and general administrative support and the ability to exercise independent judgement working under general supervision.

The Program Specialist responsibilities include reception duties, administrative support of various committees, purchasing, travel arrangements and related reporting, and other administrative functions related to the Office of Court Operations projects and extensive statewide operations.

LOCATION: 101 E. Main St. Ste 410 Madison, WI

SALARY: \$51,035 to \$61,752 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Provide administrative support for court operations business operations such as general reception duties, phone and office coverage, data entry, drafting and creating professional documents, maintain spreadsheets, databases, websites and filing systems, proofreading, and editing. 2) Manage Statewide Court Reporter and Court Operations travel accommodations. 3) Provide backup and assistance to the Program Manager. 4) Complete special assignments, tasks, and projects for the Deputy Director of State Courts and Court Operations Managers, as directed.

QUALIFICATIONS:

1) Associate's Degree in Business Administration or related field, or equivalent experience in administrative management. 2) 3 to 5 years of experience in administrative program management, purchasing, data entry, fiscal reporting, spreadsheet management, and document and records management. 3) Experience in office management and moderate-level administrative responsibilities. 4) Experience handling confidential information. 5) Experience dealing with the public. 6) Experience creating and editing PDF documents using Adobe Acrobat Professional. 7) Excellent knowledge of grammar, editing principles, verbal and written communication, including proofreading and editing. 8) Excellent knowledge of general administrative tasks such as customer service, phone coverage, greeting customers, filing (especially electronic), tracking documentation, and general office organization. 9) Skill in the use of Microsoft Office, word processing, spreadsheets, databases, presentation software, internet, email software, Adobe and online meeting platforms. 10) Skill in time management, planning, problem-solving, and organization. 11) Ability to maintain a high attention to detail, handle multiple & concurrent projects from start to completion, and to work independently.

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 **Program Specialist - Court Operations-#24-2460** 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 December 1, 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