



# Supreme Court Commissioner

## Supreme Court Commissioners

### Wisconsin Court System

The Wisconsin Supreme Court is in search of a licensed attorney interested in assisting the Court with legal research and recommendations in aid of the Court's discretionary jurisdiction and in assisting the Court in attorney and judicial disciplinary matters and in the Court's rule-making function.

**LOCATION:** Madison, WI

**SALARY:** Up to \$161,304 annually, with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

**CLASSIFICATION:** Supreme Court Commissioner

#### **RESPONSIBILITIES:**

A Supreme Court Commissioner performs legal research and analysis and prepares memoranda that include analysis and recommendations to the court for an assigned caseload and meeting with the court on a regular basis to discuss pending matters. In case memoranda, a Commissioner makes independent and objective recommendations to the Court as to whether it should exercise its discretionary appellate, supervisory, or original jurisdiction. A Commissioner also prepares memoranda containing analysis and recommendations as well as drafts per curiam opinions to assist the court in attorney and judicial disciplinary matters. A Commissioner also prepares memoranda and draft legal orders to assist the court in its rule-making function. In addition, a Commissioner handles most motions filed with the Court (either by issuing orders on non-substantive matters or by preparing memoranda to the Court). A Commissioner also provides legal support to the Clerk of the Supreme Court and the Clerk's staff. Duties may include drafting memoranda and orders regarding pending petitions and motions, drafting and promulgating administrative rules, drafting orders and per curiam opinions for the Court's approval in disciplinary matters, and other assignments at the Court's direction.

#### **QUALIFICATIONS:**

(1) JD and strong academic record. (2) Substantial experience in legal practice, with appellate experience strongly preferred. (3) License to practice law in Wisconsin. (4) Knowledge of civil and criminal appellate procedures. (5) Outstanding legal writing and oral communication skills. (6) Strong problem solving, case management and organizational skills. (6) Ability to exercise sound legal judgment. (7) Ability to work well under pressure. (8) Ability to work well both independently and as part of a team. (8) Ability to organize and prioritize work and meet deadlines. (9) Ability to adhere to the strict confidentiality and ethical rules that govern the judicial branch. Preferred: (1) Law review. (2) Court clerkship experience. (3) Legislative or administrative rule drafting experience.

#### **SPECIAL REQUIREMENTS:**

1) Employment will require a criminal background check.

#### **TO APPLY:**

Please submit a cover letter, a resume, and a legal writing sample of no more than 10 pages in a single .pdf document indicating the position **#25-2513 Supreme Court Commissioner** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as they relate 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 May 4, 2025. 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 and E-VERIFY EMPLOYER**