



Program Associate - Intake

Office of Lawyer Regulation

Wisconsin Court System

The Office of Lawyer Regulation (OLR) for the Wisconsin Court System is seeking qualified candidates for their **Program Associate** position. If you have excellent organizational and customer service skills, we encourage you to apply for the Program Associate position to join a team of devoted workers assisting in the supervision of the practice of law and protecting the public from misconduct by persons practicing law in Wisconsin. Through this position the selected candidate will serve as the intake point of contact, helping coordinate communications and ensuring the orderly processing of the department.

This position is great for anyone looking to start a career in a legal or legislative field, as well as office professionals looking for a change of industry. Paralegals and legal assistants are encouraged to apply.

LOCATION: Madison, WI

SALARY: \$40,842 to \$49,414 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Perform office duties such as answering, directing, and responding to telephone calls, emails, and written inquiries from the general public and internal court system employees. 2) Enter telephonic, electronic and written grievances into the database. 3) Perform administrative and clerical support to intake and investigative counsels. 4) Draft and prepare correspondence, including memos and letters. 5) Prepare letters and documents for mailing, maintain records and files, scan files and documents and upload to the database. 6) Process incoming and outgoing mail. 7) Process all post disciplinary checks and post payments to accounts. 8) Collaborate with administrative team members and perform special projects as assigned by supervisor.

QUALIFICATIONS:

REQUIRED: 1) Excellent knowledge of Microsoft Office Suite (i.e. Word, Outlook, and Excel). 2) Excellent verbal & written communication and customer service skills. 3) Proficiency/speed in typing, format comprehension, and attention to detail. 4) Intermediate proficiency in Outlook and Adobe Acrobat. 5) Detail oriented and highly organized. 6) Basic level proficiency with computing and database systems. 7) Ability to think critically and make informed decisions. 8) Ability to work independently, manage large work volume, keep deadlines, think critically, and make sound judgements.

PREFERRED: 9) High School diploma or Associate's degree. 10) Courses and/or experience in general administrative support. 11) Foreign language proficiency. 12) Legal office support background or knowledge of legal process.

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 with the email subject line **#24-2442 Program Associate** to human.resources@wicourts.gov. All materials should showcase your relevant education, experience, and skills. Failure to follow these application directions may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on August 11, 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