



Judicial Assistant

Wisconsin Court of Appeals – District IV

Madison – WI

The Court of Appeals District IV is currently considering applications for a Judicial Assistant to the Honorable Judge JoAnne F. Kloppenburg. This is a highly responsible executive assistant position that provides executive administrative support and assistance to the appointing judge.

A judicial assistant is a personal appointee as defined under Section 2.2 of the Court System Employee Manual and his/her employment is coterminous with the appointment of the judge.

LOCATION: Madison, Wisconsin. This position is generally expected to work in-office for the duration of the work schedule, with some potential flexibility at the discretion of the judge.

SALARY: Starting salary will be \$68,466 annually, with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Preparing and reviewing documents, including opinions, orders and correspondence; proofreading and record/cite checking opinions, orders and correspondence. 2) Handling and processing opinions, orders, correspondence, reports, briefs and records. 3) Independently managing all administrative activities in a judge's chambers, as well as working collectively with other chambers to coordinate and handle court-wide caseload responsibilities. 4) Schedule court proceedings and appointments for judges as requested, and manage an extremely high volume of current court cases. 5) Meet deadlines with strict time pressures. 6) Handle confidential documents and information.

QUALIFICATIONS:

1) Post-secondary coursework in paralegal studies, preferably an Associate's Degree or higher, or prior legal experience. 2) Experience working with attorneys in the government or public sector preferred, preferably with the State of Wisconsin. 3) Knowledge of complaints, judgments of conviction, motions, orders and other legal documents. 4) Knowledge of citations and statutory references contained in legal documents. 5) Skills in verbal and written communication. 6) Expert skills in Microsoft Word, database, internet and Outlook software. 7) Excellent grammatical, proofreading and organizational skills are required. 8) A legal background is preferred.

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, resume, and a minimum of two professional references in one PDF document with the title **#24-2446 Judicial Assistant-Court of Appeals District IV** to joanne.kloppenburg@wicourts.gov.

DEADLINE:

Applications will be reviewed on a rolling basis with interviews being scheduled beginning the week of September 3, 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.