



LTE Support Services Assistant

Office of the Clerk

Wisconsin Court System

The Office of the Clerk for the Wisconsin Supreme Court and Court of Appeals is seeking qualified candidates for a **Limited Term Employment (LTE) Support Services Assistant**. If you have excellent organizational skills and an interest in the legal system, we encourage you to apply. The initial appointment period for this LTE position is expected to end after 6 months, with the possibility of extension. This position is expected to work twenty (20) hours per week.

LOCATION: Madison, WI
SALARY: \$20.00 hourly
BENEFITS: LTE positions do not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Perform scanning and filing procedures for the Clerk's office, including clerical assistant to the Court. 2) Other duties as needed.

QUALIFICATIONS:

REQUIRED: 1) Skill in verbal and written communication. 2) Ability to communicate respectfully and maintain effective working relationships with co-workers, justice partners, customers, judicial officers and all agencies. 3) Ability to work under pressure and be adaptable to new technology, electronic filing, and document management.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check.

TO APPLY:

Please submit a cover letter and resume in a single PDF document with the email subject line **#24-2441 LTE Support Specialist** 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:

Applications will be accepted until the position is filled and will be reviewed as they are received. 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.

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