



Judicial Assistant

Wisconsin Court of Appeals – District I

Milwaukee, WI

Chief Judge Maxine Aldridge White with the District I Court of Appeals is currently considering applications for one full-time judicial assistant. The ideal candidate will possess strong research and writing skills, including proofreading and editing; strong organizational, communication, and problem-solving skills are also required.

This position is a personal appointee as defined under Section 2.2 of the Court System Employee Manual and his/her employment is renewed at the discretion of the appointing judge.

LOCATION: Milwaukee, Wisconsin. Certain positions with this court may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

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

RESPONSIBILITIES:

The appointing judge has broad discretion in the duties to be performed, however the following is a list of common tasks which this position would be expected to perform. (1) Independently manage all administrative activities in the appointing judge's chambers, and establishing a filing, workflow, and tracking method that meets the judge's individual needs. Oversee the efficiency of the individual chambers as well as working collectively with other chambers to coordinate and handle the court-wide caseload responsibilities. (2) Preparing and reviewing documents, including opinions, orders, memoranda, research, and correspondence; proofreading and record/cite checking opinions, orders, and correspondence, and any other tasks as assigned. (3) Manage an extremely high volume of current court cases and meeting deadlines with strict time pressures. (4) Maintaining the highest diligence and integrity when handling confidential documents or sensitive issues. (5) Scheduling and clerking oral argument hearings as needed.

SPECIAL REQUIREMENTS AND QUALIFICATIONS:

(1) Employment will require a criminal background check; (2) Experience verifying citations and statutory references contained in legal documents; (3) Experience providing support to attorneys by preparing complaints, motions, orders, or other documents accurately and in proper format.

PREFERENCES:

The ideal candidate will also possess: (1) A degree from an accredited law school; (2) Knowledge of or previous experience in the Wisconsin court system; (3) Previous experience as a paralegal or legal assistant; (4) Proficient skills in Microsoft Excel and Microsoft Word; (5) Previous experience with data entry, databases, or SCCA.

TO APPLY:

Please submit a cover letter, resume, writing sample, and a minimum of two professional references in one PDF document with the title 24-2456 Judicial Assistant to samantha.lobo@wicourts.gov.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on November 6, 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.