



## Wisconsin Court System Investigative Counsel (Intake) Office of Lawyer Regulation

Are you a quick, analytical thinker who likes to uncover crucial evidence and facts? If so, we encourage you to apply for the Office of Lawyer Regulation's **Investigative Counsel – Intake** position within the Wisconsin Court System. Under the general supervision of the Deputy Director – Intake, the Investigative Counsel is responsible for evaluating and investigating a variety of grievances involving attorney misconduct and medical incapacity, and reinstatement cases pursuant to Supreme Court Rules. The Investigative Counsel prepares written and oral reports containing recommended findings, conclusions, and sanction recommendations for distribution to colleagues, superiors, reviewing authorities, and parties. The Investigative Counsel also prepares, processes, and monitors consensual dispositions and determines compliance with imposed conditions, as well as assists OLR assistant litigation counsel in litigated cases.

**LOCATION:** Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule after an initial six month probationary period, depending on the needs of the position and the work unit. This topic may be discussed further in the interview process.

**SALARY:** Starting at \$35.45 - \$37.93 hourly with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

### RESPONSIBILITIES:

1) Develops and implements evaluation and investigative strategy based the Wisconsin Rules of Professional Conduct and gathers evident relevant to issues of possible attorney misconduct or medical incapacity and attorney administrative reinstatement petitions. 2) Communicates with grievants and respondent attorneys, and gathers and analyzes evidence in light of the applicable Supreme Court Rules. 3) Prepares both oral and written recommendations for case dispositions, which may include: closure recommendations, diversion agreements, consensual private and public reprimands and private and public reprimand agreements, proposed findings of fact and conclusions of law, and memos to the Supreme Court in support of or in opposition to attorney reinstatement petitions. 4) In reinstatements and other matters in which the Supreme Court appoints a referee, provides evidence, affidavits, testimony, and supports litigation as needed. 5) Develops and delivers continuing legal education seminars on topics related to legal ethics and application of the Supreme Court Rules to Wisconsin attorneys, paralegals, and legal support staff.

### QUALIFICATIONS:

#### Required Qualifications:

1) J.D. from an accredited law school 2) Active member in good standing with the State Bar of Wisconsin at the time of appointment and for the duration of employment. 3) Experience in the practice of law or legal investigations. 4) Good knowledge of and proficiency with the Wisconsin Court Rules of Professional Conduct and Wisconsin case law relevant to lawyer ethics. 5) Legal research skills & writing skills. 7) Oral communication skills. 8) Proficiency with office software, electronic legal research, and other information technology.

#### Preferred Qualifications:

1) Experience practicing law 2) Foreign language proficiency

### 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** indicating the position **#24–2437 Investigative Counsel - Intake** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as it relates 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 August 4, 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](http://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**