



## Judicial Assistant

### Wisconsin Court of Appeals – District II

### Waukesha, WI

The Court of Appeals District II is currently considering applications for a Judicial Assistant to Honorable Judge Neubauer. This is a highly responsible executive assistant position which provides executive administrative support and assistance to the appointing judge. Primary responsibilities include preparing and reviewing documents, including opinions, orders and correspondence, and handling and processing opinions, orders, correspondence, reports, briefs, and records. Duties include 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. Judicial assistants schedule court proceedings and appointments for a judge.

Since their work involves an extremely high volume of current court cases, these positions involve time pressures and the ability to meet deadlines. Judicial assistants are also expected to handle confidential documents and information.

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

**LOCATION:** Waukesha, Wisconsin. This position is expected to work in-office for the duration of their work schedule.

**SALARY:** Starting salary will be \$62,490 annually, with a State of Wisconsin benefits package.

**SPECIAL REQUIREMENTS:**

1) Employment will require a criminal background check.

**TO APPLY:**

Please submit a cover letter, resume, and a minimum of two professional references in one PDF document with the title **Judicial Assistant-Court of Appeals District II-#22-2205** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov).

**DEADLINE:**

In order to be assured consideration, applications must be received by 11:59 PM on February 14, 2022. 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).