



Wisconsin Court System

LTE Program Associate

Office of Management Services

The Wisconsin Court System is seeking qualified candidates who are interested in a career building learning opportunity for a limited-term (LTE) Program Associate. Under the direction of the Deputy Director for Management Services, this position assists in the purchase and inventory of supplies and services and permanent property for the court system. The position also audits and approves payment for goods and services, and reviews procurement card transactions for appropriateness. The position may also prepare invoices for payment, and pre-audit financial transactions including expense reports. The position may also assist in other fiscal, facilities, payroll or human resources tasks as required.

This position is great for someone who is starting out their career, thinking of switching careers, as well as seasoned business professionals. We are willing to train up on skills a candidate might be lacking, as well as work on strengthening skills they already have.

Limited-term employees cannot exceed 1039 hours of work within a year of employment, and the initial appointment period for this LTE position is expected to end August 25, 2023. This position will not exceed forty (40) hours per week.

LOCATION: Madison, WI. Occasional travel to off-site locations may be required

SALARY: \$18.14 to \$24.49 hourly

BENEFITS: This position does not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Use the STAR Financial System to: enter and prepare requisitions and purchase orders. Approve vendor invoices for goods and services accepted by the department. Code, prepare and enter invoices submitted and approved by departments. Pre-audit and review travel and expense documents. 2) Review p-card statements and supporting documentation provided by p-card holders and track transactions. 3) Purchase or approve assigned items through WisBuy or other sources when required. 4) Perform administrative support tasks such as greeting visitors, preparing identification cards, answering the main office line, and managing the shared fiscal office email correspondence. 5) Assist in facilities, payroll and special projects.

QUALIFICATIONS:

Required: 1) High School diploma or GED. 2) Some familiarity of enterprise financial systems, such as PeopleSoft/STAR and central purchasing tools. 3) Knowledge of the basic principles of procurement and purchasing rules and transactions. 4) Understanding of the principles of accounting and auditing. 5) Skill in the use of software including Microsoft Office (Word, Excel, and Power Point), Adobe, and online meeting platforms such as Zoom. 6) Training or experience in general administrative support.

Preferred: 1) Coursework in business administration, or similar field

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#22-2278 – LTE Program Associate** to 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:

Applications will be accepted until position is filled, with interviews expected to begin early January 2023. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them. For additional information on the court system visit our website at www.wicourts.gov.