



Executive Staff Assistant

Office of Lawyer Regulation

Wisconsin Court System

If you have excellent administrative and organizational skills, we encourage you to apply for the **Executive Staff Assistant** position at the Wisconsin Court System. The Office of Lawyer Regulation is seeking qualified candidates for the Executive Staff Assistant position, responsible for executive level administrative assistance including supervisory duties, file management, and program support.

LOCATION: Madison, Wisconsin. Certain positions with this department 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 in the range of \$58,213 to \$64,948 annually, with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Provide confidential executive level administrative assistance and program support for the OLR Director and Deputy Directors. 2) Supervise OLR administrative personnel. 3) Provide office administration for OLR and the lawyer regulation system. 4) Develop, maintain, and support OLR and the lawyer regulation system's electronic and paper filing systems. 5) Assist the OLR Director and Deputy Directors in the performance of other assigned duties.

QUALIFICATIONS:

REQUIRED: 1) Ability to work independently, set priorities, meet deadlines, and exercise independent judgment. 2) Management and supervisory skills. 3) Excellent ability to organize and prioritize. 4) Excellent knowledge of administrative and clerical procedures and systems used in legal support. 5) Expertise in the use of email, web browser, word processing, spreadsheet, document creation, virtual meeting platforms, and other office software. 6) Skill in technical writing and documentation. 7) Ability to maintain confidentiality of records and information. 8) Courses and/or experience in general administrative support. 9) Training and/or experience in legal support.

SPECIAL REQUIREMENTS:

1.) Employment will require a criminal and fiduciary background check.

TO APPLY:

Please submit a cover letter and resume in a single PDF document with the email subject line **#23-2303 Executive Staff Assistant** 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:

In order to be assured consideration, applications must be received by 11:59 PM on January 30, 2023. 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.