



Program Associate Wisconsin State Law Library Wisconsin Court System

The Wisconsin State Law Library is seeking a **Program Associate** to provide high-level administrative support that directly assists the department manager in the overall day-to-day operation of the Library. This position performs a wide variety of support services to supervisory, professional and administrative staff. The work of the Program Associate requires the exercise of independent judgment and discretion under general supervision.

The Wisconsin State Law Library is composed of the David T. Prosser Jr State Law Library, Milwaukee County Law Library, and the Dane County Law Library. The library's mission is to serve the legal information needs of the officers and employees of the state, attorneys, and the public. It provides the highest quality of professional expertise in the selection, maintenance and use of materials, information and technology in order to facilitate equal access to the law.

LOCATION: Madison, Wisconsin

SALARY: \$38,501 to \$46,582 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

CLASSIFICATION: Program Associate

RESPONSIBILITIES: 1) Works with the State Law Librarian to monitor the library's annual operating budgets including completing accurate accounting and recordkeeping task, accounts receivable and accounts payable activities, and coordinating equipment and facility needs. 2) Oversees, maintains, and coordinates updates to the department's accounting and other computing and/or database systems as assigned. 3) Assists with and supports promotion of library services. 4) Provides facility related services to members of the court system, government agencies, organizations, and the public. 5) Provides coverage at Dane County Law Library and Milwaukee County Law Library as assigned. 6) Assists with other special projects and performs other duties as assigned.

QUALIFICATIONS: 1) Courses and/or experience performing program or administrative support. 2) Courses and/or experience in general administrative support, accounting, bookkeeping, and managing accounting transactions in accounting software. 3) Knowledge of program and/or administrative support practices. 4) Skills in software used in an office setting including email, word processing, and spreadsheets, preferable skill in the Microsoft Office suite. 5) Skills in database maintenance and design. 6) Skills in verbal and written communication. 7) Skills in developing interpersonal working relationships. 8) Ability to manage projects from start to completion. 9) Ability to work with individuals from diverse backgrounds.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) Employment will require an employer credit check.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#23-2344 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:

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