



Judicial Assistant

Wisconsin Court of Appeals – District III

Wausau – WI

The Court of Appeals District III is currently considering applications for a judicial assistant to Presiding Judge Lisa K. Stark. This is a highly responsible executive assistant position that provides administrative support and assistance to the appellate judges. Expected start date is April 2024.

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

LOCATION: Wausau, Wisconsin. This position is expected to work at least 50% of the time in-office and remotely up to 50% of the time.

SALARY: Starting salary will be \$65,218 annually, with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Preparing and reviewing documents, including opinions, orders and correspondence; proofreading and record/cite checking opinions, orders and correspondence. 2) Handling and processing opinions, orders, correspondence, reports, briefs and records. 3) 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. 4) Schedule court proceedings and appointments for judges as requested, and manage an extremely high volume of current court cases. 5) Meet deadlines with strict time pressures. 6) Handle confidential documents and information.

QUALIFICATIONS:

1) Post-secondary coursework in paralegal studies, preferably an Associate's Degree or higher, or prior legal experience. 2) Experience working with attorneys in the government or public sector preferred, preferably with the State of Wisconsin. 3) Knowledge of complaints, judgments of conviction, motions, orders and other legal documents. 4) Knowledge of citations and statutory references contained in legal documents. 5) Skills in verbal and written communication. 6) Expert skills in Microsoft Word, database, internet and Outlook software. 7) Excellent grammatical, proofreading and organizational skills are required. 8) A legal background is preferred.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check.

TO APPLY:

Please submit a cover letter, resume, and minimum of two professional references in one PDF document entitled **#24-2401 Judicial Assistant—Court of Appeals District III** to Lisa.Stark@wicourts.gov.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on January 31, 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.