



## 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 Judge Thomas M. Hruz. This is a highly responsible executive assistant position that provides administrative support and assistance to the appellate judges. Expected start date is June 2025.

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 100% in office for the first year of employment, then may transition to 50% in-office and 50% remotely thereafter.

**SALARY:** Starting salary will be \$69,768 annually, with a State of Wisconsin benefits package.

#### **RESPONSIBILITIES:**

This position requires great attention to detail and excellent organizational skills:

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) Scheduling court proceedings and appointments for judges as requested, and managing an extremely high volume of current court cases. 5) Meeting deadlines with strict time pressures. 6) Handling confidential documents and information.

#### **QUALIFICATIONS:**

1) A legal background/prior legal experience is preferred, which may include experience working with attorneys in the government or public sector, preferably with the State of Wisconsin. 2) Post-secondary coursework in paralegal studies, preferably an Associate's Degree or higher. 3) Knowledge of all types of pleadings including, but not limited to complaints, judgments of conviction, motions, orders and other legal documents. 4) Knowledge of citations and statutory references contained in legal documents. 5) Excellent verbal and written communication skills. 6) Expert skills in Microsoft Word, database, internet and Outlook software. 7) Excellent grammatical and proofreading skills are required.

#### **SPECIAL REQUIREMENTS:**

1) Employment will require a criminal background check. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

#### **TO APPLY:**

Please submit a cover letter, resume, letter of recommendation, and two to three professional references in one PDF document entitled **#25-2504 Judicial Assistant—Court of Appeals District III** to [Lisa.Stark@wicourts.gov](mailto:Lisa.Stark@wicourts.gov).

#### **DEADLINE:**

In order to be assured consideration, applications must be received by 11:59 PM on March 14, 2025. 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).