



## **Staff Attorney**

### **Court of Appeals District IV**

### **Wisconsin Court System**

The Wisconsin Court of Appeals is seeking a qualified and dedicated attorney to fill the role of Staff Attorney. The Staff Attorney provides professional support as a house counsel to the appellate judges. Work includes reviewing briefs and records, conducting legal research, and preparing draft opinions. The Staff Attorney also reviews, analyzes, and makes recommendations to Court of Appeals judges for petitions seeking leave to appeal, no-merit appeals, and petitions for supervisory writs, and drafts orders for the disposition of motions filed in the appellate process. If you are interested in this opportunity, please review the additional information and apply following the directions listed below. This position is available starting July 13<sup>th</sup>, 2025.

**LOCATION:** Wisconsin Court of Appeals District IV, located at 2921 Landmark Place in Madison. After a probationary period, limited remote hours may be offered.

**SALARY:** Starting salary for this full-time position is \$52.39 hourly, or \$108,956 annually with a State of Wisconsin benefits package included and notable pay increases possible after 12-18 months and five years. Additional information on benefits can be found at [www.wicourts.gov](http://www.wicourts.gov) on the Employment page under Benefits Overview.

**RESPONSIBILITIES:**

1) Researches and writes per curiam and no-merit opinions and summary disposition orders. 2) Analyzes motions and petitions filed with the Court of Appeals and drafts necessary orders. 3) Develops expertise in appellate court procedures and jurisdiction.

**QUALIFICATIONS:**

1) Juris Doctor degree from an accredited law school. 2) Significant legal experience and familiarity with court systems, which may include experience serving as a law clerk or staff attorney for an appellate court or trial-level court, or comparable litigation experience. 3) Licensed to practice law in Wisconsin.

**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, writing sample that is primarily your work, and three professional references in a single pdf document indicating the position **25-2519 Staff Attorney** to [samantha.marciniec@wicourts.gov](mailto:samantha.marciniec@wicourts.gov). All materials should showcase your relevant education, experience, and skills. 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 June 13<sup>th</sup>, 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).

*Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.*

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**