



## **LTE Program Associate Office of Lawyer Regulation Wisconsin Court System**

If you have excellent organizational and customer service skills, we encourage you to apply for the **Limited Term Employment (LTE) Program Associate** position at the Wisconsin Court System. The Office of Lawyer Regulation (OLR) is seeking qualified candidates for the LTE Program Associate position. Limited-term employees cannot exceed 1039 hours of work within a year of employment. The appointment period for this LTE position is expected to end after 6 months. The expected schedule for this position is forty (40) hours per week.

**LOCATION:** Madison, WI

**SALARY:** Hourly pay in the range of \$20.20 – \$24.46 depending on qualifications and experience.

**BENEFITS:** LTE positions do not qualify for a State of Wisconsin benefit package.

### **RESPONSIBILITIES:**

1) Perform office duties such as answering, directing, and responding to telephone calls, emails, and written inquiries from the general public and internal court system employees, and enter grievances into the database. 2) Perform administrative and clerical support to intake and investigative counsels, including drafting, preparing, and filing documents. 3) Process incoming and outgoing mail, accepting deliveries and organizing mail for timely distribution. 4) Process all post-disciplinary checks and post payments to accounts. 5) Collaborate with administrative team members and perform special projects as assigned by supervisor.

### **QUALIFICATIONS:**

**Required:** 1) Excellent knowledge of Microsoft Office Suite (i.e. Word, Outlook, and Excel). 2) Excellent verbal and written communication skills. 3) Proficiency/speed in typing, format comprehension, and attention to detail. 4) Excellent customer service skills. 5) Intermediate proficiency in Outlook and Adobe Acrobat. 6) Detail oriented and highly organized. 7) Basic level proficiency with computing and database systems. 8) Ability to think critically and make informed decisions. 9) Ability to work independently, manage large work volume, keep deadlines, think critically, and make sound judgements. 10) High School diploma or GED. 11) Courses and/or experience in general administrative support. 12) 1-2 years of administrative support experience in a legal office setting. 13) Experience in customer service and ability to maintain professional demeanor.

**Preferred:** 14) Foreign language proficiency. 15) Associate Degree.

### **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 and resume in a single PDF document with the email subject line **#25-2538 LTE Program Associate** to [human.resources@wicourts.gov](mailto: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 October 29, 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).

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**