



## Investigative Counsel Office of Lawyer Regulation Wisconsin Court System

The Office of Lawyer Regulation is the investigative and disciplinary agency of the Wisconsin Supreme Court. We protect the public and the integrity of the judicial system by addressing lawyer misconduct and incapacity, investigating the fitness of lawyers seeking reinstatement, and preventing misconduct through education and outreach.

We are a team of professionals who believe in public service and an ethical legal system. If you join us, you will do work that has purpose, meaning, and impact on our profession, in an office that values work-life balance. Although you would be primarily responsible for your assigned matters, our office culture is collaborative, recognizes individual contributions, and encourages professional development for our entire team.

OLR will hire up to two Investigative Counsel for our Intake or Investigation groups. Counsel in both groups evaluate misconduct and incapacity allegations, gather and analyze evidence, and propose dispositions for their matters. Investigative Counsel must have highly developed organizational, decision-making, interpersonal, and conflict-management skills. The ideal candidate is a lawyer who has experience identifying and obtaining essential evidence from persons with varying interests, such as conducting investigations, witness or client interviews, discovery, due diligence or other strategic evidence gathering and evaluation work.

### EXAMPLES OF DUTIES:

- Manage a caseload of matters from assignment through recommended disposition with minimal oversight.
- Devise and pursue evidence-gathering strategies, including written requests and oral communications with a variety of people.
- Prepare written documents and oral presentations concerning allegations, evidence, matter disposition, and sanction.
- Conduct legal research and analysis related to underlying legal matters and application of the Rules of Professional Conduct.
- Collaborate with litigation counsel to draft documents, prepare evidence, and potentially testify at hearings.

**LOCATION:** Investigative Counsel work from our office in Madison. After a probationary period, Investigative Counsel may be eligible for partial remote work.

**SALARY:** Starting salary for an Investigative Counsel is \$75,961 - \$81,265 annually with a State of Wisconsin benefits package. Starting salary will be determined based on the selected candidate's qualifications and experience.

### QUALIFICATIONS:

**Required:** 1) J.D. from an ABA-accredited law school. 2) Active and in good standing with the Wisconsin State Bar or eligible for admission within one year of hire. 3) Minimum two years practicing law, conducting legal investigations, or equivalent legal work. 4) Proficiency with information and evidence gathering techniques. 5) Strong legal research, writing, and oral communications skills.

**Preferred:** 1) Strong knowledge of the Rules of Professional Conduct. 2) Proficiency in a language other than English.

### SPECIAL REQUIREMENTS:

1) Employment requires a successful criminal background check. 2) Must meet the minimum standards for driving a state vehicle. 3) 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:

Submit a cover letter and resume in a single .pdf document indicating the position **#25-2543 Investigative Counsel** to [human.resources@wicourts.gov](mailto: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:

To assure consideration, applications must be received by 11:59 PM on January 11<sup>th</sup>, 2026. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested.

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

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**