



Legal Counsel

Director of State Courts Office

Wisconsin Court System

The Director of State Courts is seeking candidates for a Legal Counsel. Under the direction of the Chief Legal Counsel this position is responsible for providing accurate legal guidance to the executive staff on all matters that affect the Wisconsin Court System (WCS), including but not limited to agency authority, general state government operations, program practices, interpretation of state statutes and Supreme Court Rules (where applicable), interpretation of federal statutes and regulations, litigation strategy, contract interpretation and the public records law. The Legal Counsel may also assist in the legal analysis of major policy initiatives affecting WCS programs. In addition, the Legal Counsel also assists in legal research in support of the Chief Legal Counsel in the areas of draft legislation, procurement, and personnel matters. The Legal Counsel does not advise on criminal, juvenile or civil law that is used for the enforcement and interpretation of laws by judicial officers in court proceedings.

LOCATION: Madison, WI with occasional statewide travel required.

SALARY: Starting salary will be \$102,656 to \$113,428 annually, with a State of Wisconsin benefits package.

RESPONSIBILITIES: Under the supervision of the Chief Legal Counsel:

- 1.) Provide in-house legal counsel for the Director of State Courts and executive staff on all matters impacting the WCS, including assisting in the representation of the courts on certain legal matters; providing legal advice on general legal issues; assisting in the management of litigation; drafting and negotiating contractual instruments; and analyzing the legal impact of legislative and related efforts affecting the WCS.
- 2.) Draft legal analysis and review public records requests submitted under Wisconsin's Public Records Law.
- 3.) Assist in the preparation of the annually produced Uniform State Bond Book and the staffing of the Uniform Bond committee.

QUALIFICATIONS:

Required:

- 1.) Law degree from a law school accredited by the American Bar Association.
- 2.) Active member in good standing with the State Bar of Wisconsin at the time of appointment and for the duration of employment.
- 3.) Experience in the performance of specialized legal services relating to one or more areas of law, preferably in a public sector setting.
- 4.) Experience providing analysis and assistance for public records.
- 5.) Excellent knowledge of the Wisconsin Court System, Supreme Court rules and internal operating procedures of the Wisconsin Supreme Court and Court of Appeals, and Wisconsin's Public Records Law.
- 6.) Excellent knowledge of general employment law and contract law.
- 7.) Excellent knowledge of legal principles and their applications, including rules of evidence, civil procedure and Wisconsin and federal case law, statutes, and regulations.
- 8.) Skill in legal research and writing, including the preparation and evaluation of pleadings, motions, briefs and memoranda.
- 10.) Ability to establish and maintain effective relationships with senior staff, co-workers, judges, attorneys, project teams, other courts staff and the public.
- 11.) Ability to assemble, analyze, and organize facts and to logically, clearly, and concisely present evidence and other materials in accepted oral and written legal form.
- 12.) Ability to maintain confidentiality of records and information.

SPECIAL REQUIREMENTS:

- 1.) Employment will require a 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:

Please submit a cover letter and resume in a single .pdf document indicating the position **#26-2601–Legal Counsel** to 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:

In order to be assured consideration, applications must be received by 11:59 PM on January 18, 2026. 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.

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

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER