



## Library Associate Milwaukee County Law Library Wisconsin Court System

If you are customer service driven, have excellent organizational skills, and experience working with library materials, we encourage you to apply for the **Library Associate** position at the Wisconsin Court System. The Milwaukee County Law Library, located in the Milwaukee County Courthouse, is seeking candidates for a full-time Library Associate. This position is available starting February 22, 2026.

**LOCATION:** Milwaukee, WI.

**SALARY:** \$42,067 to \$50,896 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

### **RESPONSIBILITIES:**

1) Provides directional information and reference assistance to the library's users. Performs basic financial transactions including cash and credit card transactions. 2) Manages the receipt and timely processing, filing and shelving of library materials for the Milwaukee County Law Library and Milwaukee County circuit court judges. 3) Prepares weekly deposit. 4) Oversees the circulation of library materials.

### **QUALIFICATIONS:**

**Required:** 1) Knowledge of library clerical operations. 2) Skills in software used in an office setting including email, word processing, and spreadsheets. 3) Ability to work with a high degree of accuracy and attention to detail. 4) Ability to work independently. 5) Ability to manage and complete projects on time. 6) Skills in verbal and written communication. 7) Demonstrated experience handling cash and credit card transactions. 8) Experience working with the public and individuals from diverse backgrounds.

**Preferred:** 9) Skill in Microsoft Office suite.

### **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** indicating the position **#26-2604 Library Associate - MCLL** 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:**

In order to be assured consideration, applications must be received by 11:59 PM on February 1<sup>st</sup>, 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](http://www.wicourts.gov).

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