



Wisconsin Court System

Continuing Legal Education (CLE) Records Manager

Board of Bar Examiners (BBE)

If you have experience with organizing and maintaining compliance records, maintaining databases, or other similar experience, we encourage you to apply for the **Continuing Legal Education (CLE) Records Manager** position. Under the general supervision of the Director of the Board of Bar Examiners, the CLE Records Manager is responsible for coordinating and maintaining the mandatory continuing legal education (CLE) compliance system. The CLE Records Manager communicates with lawyers regarding their attendance at required courses and oversees the status of attorneys' compliance with CLE requirements. The CLE Records Manager is also responsible for assisting attorneys in remedying CLE suspensions, processing all attorney name changes, making CLE determinations regarding course submissions, and maintaining all general program approval courses and files. Additionally, the CLE Records Manager is responsible for providing materials related to CLE compliance issues to the BBE Director and Board members.

LOCATION: Madison, 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) Determine lawyers' compliance with Wisconsin's mandatory CLE requirements. 2) Communicate with lawyers regarding their CLE/EPR compliance and also communicate with course providers. 3) Maintain the databases for both lawyer CLE compliance and CLE course approvals. 4) Review and assess CLE course submissions. 5) Provide administrative support and perform other duties as assigned.

QUALIFICATIONS:

1) Experience reviewing continuing education or licensure requirements. 2) Knowledge of continuing legal education (CLE) requirements. 3) Knowledge of ethics and professional responsibility (EPR) requirements. 4) Proficiency with email, web browsing, word processing, database, and spreadsheet applications. 5) Proficiency in oral, written and interpersonal communications. 6) Ability to work collaboratively with others. 7) Ability to provide customer service to diverse groups, especially during challenging and difficult situations.

Preferred Qualifications:

1) A Bachelor's degree in communications, business administration, legal studies, a related field, or an equivalent combination of education and experience.

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 **CLE Records Manager – #26-2609** 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 March 22, 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