



LTE Program Associate Office of Judicial Education Wisconsin Court System

The Wisconsin Court System is seeking an LTE Program Associate with experience in office administration. The LTE Program Associate assists with the coordination of educational seminars, performs a broad range of administrative duties, and supports various components of the office's educational programs. This position is responsible for preparing documents, coordinating communications, organizing calendars, and performing a variety of administrative tasks in support of statewide judicial education programming. Individuals who have prior coursework or experience in business or office administration, event coordination, or a related field are encouraged to apply.

The initial appointment period for this LTE position is expected to end after 6 months, with the possibility of extension. This position is expected to work twenty (20) hours per week.

Candidates must be detail-oriented, have strong interpersonal and organizational skills, exercise sound judgment and discretion in a professional environment, be able to collaborate, and demonstrate a commitment to providing high-quality service to the Wisconsin Court System.

LOCATION: Madison, WI
SALARY: Starting salary will be \$20.22/hr
BENEFITS: LTE positions do not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Assists with the preparation and coordination of educational seminars and conferences, including processing registration materials, organizing seminar materials, maintaining participant lists, operating conference software, and compiling post-seminar evaluations and correspondence. 2) Provides administrative support to the Director of Judicial Education, including typing, filing, photocopying, telephone coverage, responding to correspondence, and assisting with scheduling. 3) Supports the administration of educational activities, including maintaining judicial education credit records, providing administrative support to relevant judicial committees, and assisting with updates to judicial manuals and directories. 4) Assists with communications to judicial officials, including preparing and distributing event information, reimbursement forms, legal updates, and questionnaires.

QUALIFICATIONS:

1) High school diploma or equivalent. 2) Training and/or experience providing administrative support in a high-functioning office environment. 3) Strong organizational and time management skills. 4) Communication and interpersonal skills. 5) Ability to operate standard office and audiovisual equipment for seminars. 6) Proficiency in Microsoft Office Suite and other office software and databases.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) Must meet the minimum standards for driving a state vehicle and be willing to travel in-state for events. 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 **#26-2610 LTE Program Associate** 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 24, 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