



LTE Support Services Assistant Office of the Clerk Wisconsin Court System

The Office of the Clerk for the Wisconsin Supreme Court and Court of Appeals is seeking qualified candidates for a **Limited Term Employment (LTE) Support Services Assistant**. If you have excellent organizational skills and an interest in the legal system, we encourage you 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.

LOCATION: Madison, WI
SALARY: \$20.00 hourly
BENEFITS: LTE positions do not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Perform scanning and filing procedures for the Clerk's office, including clerical assistance to the Court. 2) Other duties as needed.

QUALIFICATIONS:

Required: 1) Skill in verbal and written communication. 2) Ability to communicate respectfully and maintain effective working relationships with co-workers, justice partners, customers, judicial officers and all agencies. 3) Ability to work under pressure and be adaptable to new technology, electronic filing, and document management.

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 with the email subject line **#26-2612 LTE Support Services Assistant** 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 18th, 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.

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