



Judicial Assistant

Wisconsin Court of Appeals – District II

Waukesha, WI

Judge-Elect Anthony LoCoco of the Wisconsin Court of Appeals is seeking a judicial assistant with an August 1, 2026 start date. This is a highly responsible executive assistant position that provides executive administrative support and assistance to the appointing judge.

A judicial assistant is a personal appointee as defined under Section 2.2 of the Court System Employee Manual. Employment is coterminous with the appointment of the judge.

LOCATION: Waukesha, Wisconsin. This position is generally expected to work in-office for the duration of the work schedule, with some potential flexibility at the discretion of the judge.

SALARY: Starting salary will be \$70,478 annually, with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Preparing and reviewing documents, including opinions, orders and correspondence; proofreading and record/cite checking opinions, orders and correspondence. 2) Handling and processing opinions, orders, correspondence, reports, briefs and records. 3) Independently managing all administrative activities in a judge's chambers, as well as working collectively with other chambers to coordinate and handle court-wide caseload responsibilities. 4) Scheduling court proceedings and appointments for judges as requested, and managing an extremely high volume of current court cases. 5) Meeting deadlines with strict time pressures. 6) Handling confidential documents and information.

QUALIFICATIONS:

1) Post-secondary coursework in paralegal studies or prior legal experience. 2) Knowledge of complaints, judgments of conviction, motions, orders and other legal documents. 3) Knowledge of legal citation style and statutory references contained in legal documents. 4) Expert skills in Microsoft Word, database, internet and Outlook software. 5) Excellent grammatical, proofreading and organizational skills.

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, resume, and a minimum of three professional references in one PDF document with the title **#26-2619 Judicial Assistant-Court of Appeals District II** to Human.Resources@wicourts.gov.

DEADLINE:

Applications will be accepted until the position is filled, and will be evaluated on a rolling basis. 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.

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