



## Program Associate Office of Lawyer Regulation Wisconsin Court System

The Office of Lawyer Regulation (OLR) for the Wisconsin Court System is seeking qualified candidates for a full-time **Program Associate**. If you have excellent organizational and customer service skills, we encourage you to apply for the Program Associate position to join a team of devoted workers assisting in the supervision of the practice of law and protecting the public from misconduct by persons practicing law in Wisconsin. Through this position the selected candidate will serve as the intake point of contact, helping coordinate communications and ensuring the orderly processing of the department. This position is available starting May 31, 2026.

**LOCATION:** Madison, WI

**SALARY:** \$42,067 – \$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) Perform office duties such as answering, directing, and responding to telephone calls, emails, and written inquiries from the general public and internal court system employees, and enter grievances into the database. 2) Perform administrative and clerical support to intake and investigative counsels, including drafting, preparing, and filing documents. 3) Process incoming and outgoing mail, accepting deliveries and organizing mail for timely distribution. 4) Process all post-disciplinary checks and post payments to accounts. 5) Collaborate with administrative team members and perform special projects as assigned by supervisor.

### QUALIFICATIONS:

**Required:** 1) Excellent knowledge of Microsoft Office Suite (i.e. Word, Outlook, and Excel). 2) Excellent verbal and written communication skills. 3) Proficiency/speed in typing, format comprehension, and attention to detail. 4) Excellent customer service skills. 5) Intermediate proficiency in Outlook and Adobe Acrobat. 6) Detail oriented and highly organized. 7) Basic level proficiency with computing and database systems. 8) Ability to think critically and make informed decisions. 9) Ability to work independently, manage large work volume, keep deadlines, think critically, and make sound judgements. 10) High School diploma or GED. 11) Courses and/or experience in general administrative support. 12) 1-2 years of administrative support experience in a legal office setting. 13) Experience in customer service and ability to maintain professional demeanor.

**Preferred:** 14) Foreign language proficiency. 15) Associate Degree.

### 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 **#26-2623 Program Associate** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should showcase your relevant education, experience, and skills. Failure to follow these application directions may result in your disqualification.

### DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on May 26, 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.

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**