



MMP Administrator Medical Mediation Panels Wisconsin Court System

The Wisconsin Court System is seeking qualified candidates for a part-time **MMP Administrator**. Under the direction of the Director of State Courts, this position is responsible for the operation of the Medical Mediation Panels that respond to claims of medical malpractice. The Administrator manages claim caseload, recruits, trains, and evaluates attorney mediators, and responds to questions about the mediation system from lawyers and the public.

LOCATION: Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. The position is headquartered in Wisconsin and selected candidates may be expected to report to office locations in Wisconsin on short notice. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

SALARY: \$39.49 to \$47.78 hourly. State of Wisconsin benefits package may be available depending on WRS hours. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Process medical malpractice cases and monitor case flow. 2) Respond to inquiries about the mediation system. 3) Maintain and report statistics on work of the panel. 4) Perform general administrative duties. 5) Recruit, train, and update attorney mediators. 6) Assist with special projects and perform other duties as assigned.

QUALIFICATIONS:

Required: 1) Knowledge of Wisconsin's procedures and policies for mediating medical malpractice claims. 2) Knowledge of Wisconsin's Rules of Professional Conduct for Attorneys. 3) Skill in providing customer service to diverse audiences. 4) Skill in legal writing and documentation. 5) Skill in the use of email, web browser, word processing, spreadsheet, and other office software. 6) Ability to maintain confidentiality of records and information. 7) Ability to organize and prioritize work and meet deadlines. 8) Ability to adapt and respond to changing work situations and environments. 9) Education or experience equivalent to a juris doctor degree. 10) Education or experience with medical malpractice. 11) Education or experience with mediation or other methods of dispute resolution.

Preferred: 12) Law degree from an accredited law school. 13) Education or experience with medical malpractice in the State of Wisconsin. 14) Education or experience with mediation or other methods of dispute resolution in a legal capacity.

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 **#26-2628 MMP Administrator** 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 June 30th, 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.

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