



LTE Library Associate Milwaukee County Law Library Wisconsin Court System

If you have exceptional customer service skills and a desire for continued learning, we encourage you to apply for the **Limited Term Employment (LTE) Library Associate** position at the Wisconsin Court System. The Milwaukee County Law Library, located in the Milwaukee County Courthouse, is seeking qualified candidates for the LTE Library Associate position. The selected applicant must be available to fill the **24 hour per week** requirements during the normal business hours of 8:30 AM-4:30 PM, Monday-Friday.

LOCATION: Milwaukee, WI

SALARY: \$18.41 hourly

BENEFITS: LTE positions do not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Staffs the service desk to sell and distribute legal forms and assist library users with computer and photocopy needs, completes cash and credit card transactions, directs courthouse users and callers to the correct department and/or courthouse contact, and answers legal reference questions from the public. 2) Assists with filing and shelving of library and judicial materials and maintenance of physical library space. 3) Assists with special projects and other assignments as needed.

QUALIFICATIONS:

Required: 1) Excellent skill in customer service, including working with individuals from diverse backgrounds. 2) Good skill in software used in an office setting including email, word processing, and spreadsheets. 3) Good skill in the use of office equipment such as computers, scanners and copiers. 4) Good skill in processing fiscal transactions and record keeping. 5) Ability to follow written and verbal directions with a high level of accuracy. 6) Ability to work independently. 7) Experience in a library or legal work setting. 8) Experience processing, filing, and/or shelving library or other written materials. 9) Experience handling cash and credit card transactions.

Preferred: 10) Working knowledge of legal reference materials. 11) Good skill in Microsoft Office suite.

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 **#26-2631 LTE Library Associate - MCLL** 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 August 6th, 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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