



Legal Associate Office of Lawyer Regulation Wisconsin Court System

The Wisconsin Court System's Office of Layer Regulation is seeking applicants for a full-time **Legal Associate**. The Legal Associate provides paraprofessional support and legal secretarial services to the various legal counsel within OLR. The Legal Associate is responsible for the typing, editing and proofreading of pleadings, briefs, reports and other litigation documents, and for independently preparing correspondence and preliminary drafts of legal documents. Many of the materials are of a sensitive and/or confidential nature. The Legal Associate also provides administrative services for OLR attorneys. This position is available starting in September 2026.

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: \$55,182 to \$66,764 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Provide paralegal support to OLR intake, investigative, and litigation counsel by obtaining evidence/documents and drafting, organizing, and evaluating materials for confidential matters. 2) Perform complex factual and legal analysis to support intake, investigations, and litigation, and assist in developing and implementing legal strategy. 3) Perform closure and post-discipline work, including cost collection matters such as filing judgments/satisfactions, investigating debtors, logging payments, recommending write-offs, and monitoring compliance. 4) Provide logistical support to intake, investigative and assistant litigation counsel. 5) Serve on internal OLR committees to evaluate and revise processes and recommend policy changes. 6) Perform other duties and special projects as assigned by the Director.

QUALIFICATIONS:

Required: 1) Bachelor's degree in legal studies, criminal justice, or a related field. 2) 1–3 years of experience providing legal assistance. 3) Experience supporting litigation and regulatory proceedings, including preparing and managing filings (complaints, motions, subpoenas, briefs, and orders) and organizing exhibits and evidentiary materials for hearings. 4) Experience using case management systems (e.g., Actionstep) and maintaining paper and electronic case files to track workflow, deadlines, and filings. 5) Knowledge of legal terminology, court filing procedures, service requirements, litigation timelines, and Wisconsin lawyer regulation processes, including Wisconsin Supreme Court Rules governing attorney discipline and procedure. 6) Skill in legal research using Westlaw, Lexis, or similar databases, and in drafting, proofreading, and formatting professional legal correspondence and documents to support litigation and regulatory matters. 7) Ability to coordinate with attorneys, referees, court staff, and external parties while managing multiple litigation matters and strict filing deadlines.

Preferred: 8) Knowledge of and experience with Wisconsin attorney regulation processes and the ethical rules governing the practice of law.

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 **#26-2635 Legal Associate - OLR** 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 September 7th, 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.

EQUAL OPPORTUNITY and [E-VERIFY EMPLOYER](#)