



Judicial Assistant/Law Clerk

Court of Appeals – District II

Waukesha, WI

Judge Shelley Grogan of the Wisconsin Court of Appeals District II is seeking a full-time Judicial Assistant/Law Clerk. This position is available starting September 20, 2026 for the remainder of the 2026-2027 term, with the potential of leading to a long-term position. This is a highly responsible personal assistant position that provides administrative support and clerking assistance to Judge Grogan. The ideal candidate will possess strong research and writing skills, including proofreading and editing; legal citation knowledge; strong organizational, communication, and problem-solving skills. Candidates must have a strong attention to detail and the ability to juggle multiple tasks. If the candidate selected has a law degree, the candidate will share responsibilities with another law clerk for legal research and writing, as well as editing, proofreading, and general administrative duties. If the candidate selected does not have a law degree, there will not be any opinion-writing duties. A judicial assistant/law clerk is a personal appointee as defined under Section 2.2 of the Court System Employee Manual and their 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-\$87,128 annually, with a State of Wisconsin benefits package. The salary is dependent upon whether the candidate selected has a law degree and/or prior experience.

RESPONSIBILITIES:

1) Preparing, drafting, 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) Occasional scheduling of oral arguments, and ability to manage an extremely high volume of cases. 5) Meet deadlines with strict time pressures. 6) Handle confidential documents and information.

QUALIFICATIONS:

1) Ideal candidate will have a law degree from an accredited law school who is interested in assisting Judge Grogan in a combined judicial assistant and law clerk role performing both administrative and clerking duties. 2) Candidates without a law degree are still encouraged to apply if they have post-secondary coursework in paralegal studies, preferably an Associate's Degree or higher, or prior experience as a legal secretary in a law firm. 2) Experience working with attorneys in the private, government or public sector is preferred, but not required; 3) Knowledge of complaints, judgments of conviction, motions, orders, transcripts, and other legal documents is helpful. 4) Knowledge of legal citations and statutory references contained in legal documents. 5) Skills in verbal and written communication. 6) Expert skills in Microsoft Word, database, internet and Outlook software. 7) Excellent grammatical, proofreading, and organizational skills are required; 7) ideal candidate needs to be self-motivated with a strong work ethic, commitment to producing a high-quality work product, and capable of independent work.

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 two professional references in one PDF document with the title **#26-2636 Judicial Assistant/Law Clerk-Court of Appeals District II** to Shelley.Grogan@wicourts.gov. If you have a law degree, then please also include a writing sample. Preference will be given to those who apply by Sept. 17, 2026, but will be held open until the position is filled.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER