



Library Assistant State Law Library Wisconsin Court System

If you have experience processing library materials, have excellent organizational skills, and are customer service driven, we encourage you to apply for the **Library Assistant** position at the Wisconsin Court System. The Lavinia Goodell State Law Library, located in the Risser Justice Center, is seeking qualified candidates for the full-time position of Library Assistant. The Library Assistant position is responsible for supporting basic functions of the State Law Library. These functions include processing books and other materials for the Lavinia Goodell State Law Library, maintaining collections at the Supreme Court, distributing books and other materials to the Court of Appeals, processing invoices, circulating materials, and providing office support. This position is available starting in October 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: \$35,339 - \$42,759 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Assists with collection processing, filing, and shelving; maintains print collections at the Supreme Court; coordinates bindery of library materials; shifts, creates and maintains collections at library and Supreme Court. 2) Opens, sorts, and distributes incoming mail and processes outgoing mail; tracks special deliveries; ships books and other collection materials to the Court of Appeals and branch libraries. 3) Processes & monitors legal forms orders through library's ePayment service and maintains inventory of forms; processes and distributes circulation by mail requests for judges and attorneys. 4) Assists Acquisitions & Collection Development Librarian with research on purchases and invoice processing. 5) Performs day to day library circulation activities and assists with other library duties and large projects as assigned. Shift, create and maintain collections at library and Supreme Court. 6) Contributes columns to the monthly newsletter, including the regular creation of book displays and book reviews.

QUALIFICATIONS:

Required: 1) Knowledge of general library procedures. 2) Skills in software used in an office setting including email, word processing, and spreadsheets, preferable skill in the Microsoft Office suite. 3) Ability to work with a high degree of accuracy and attention to detail. 4) Ability to work independently. 5) Ability to manage and complete projects on time. 6) Effective written and oral communication skills. 7) Experience processing, filing, and/or shelving library materials. 8) General background in library support services.

Preferred: 9) Experience with updating and maintaining records in an online integrated library system.

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 **#26-2638 Library Assistant** 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 October 11th, 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