



LTE Clerical Administrative Assistant

Court Reporting Services

Wisconsin Court System

If you have exceptional organization and communication skills, we encourage you to apply for the **Limited Term Employment (LTE) Clerical Administrative Assistant** position at the Wisconsin Court System. The LTE Clerical Administrative Assistant is responsible for general office administrative support for the office of Court Reporting Services, including inventory and cataloging of steno notes, managing transcript logs and sentencing revocations, and scanning files and documents. The selected applicant must be available to fill the **40 hour per week** requirements during the normal business hours of 8:00 AM-5:00 PM, Monday-Friday.

LOCATION: Milwaukee, WI

SALARY: \$24.00 hourly

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

RESPONSIBILITIES:

1) Ensures complete and accurate steno notes are received and inventoried and performs monthly outreach to steno court reporters. 2) Completes inventory of transcript logs received and performs monthly outreach to ensure logs are received. 3) Tracks sentencing revocation requests, determines if revocation transcripts need to be completed, and performs outreach to ensure transcript completion. 4) Organizes and scans files and documents. 5) Performs general office clerical support, including preparing materials for new court reporters and assisting with phone calls, emails, and mail distribution.

QUALIFICATIONS:

Required: 1) Strong understanding and working knowledge of the Microsoft Office suite (Outlook, Excel, Word). 2) Detail oriented. 3) Familiarity with CCAP. 4) Ability to conduct oneself in a professional manner. 5) Ability to understand and follow verbal and written directions. 6) Ability to work with and maintain confidential information. 7) High school diploma or general education degree (GED). 8) Working experience with administrative duties. 9) Working experience providing verbal and written communication to a wide range of audiences.

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 **#26-2640 LTE Clerical Administrative 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 15th, 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