



Chief Staff Attorney

Wisconsin Court System - Court of Appeals

Madison

Court of Appeals Chief Judge M. Joseph Donald is seeking a full-time Chief Staff Attorney for the Court of Appeals. The Chief Staff Attorney is primarily responsible for supervising and directing the work of the Court of Appeals' central staff attorneys, staff attorney legal assistants, and LTE staff attorneys. In addition to ensuring that the Court of Appeals has appellate jurisdiction of all cases submitted for decision, the Chief Staff Attorney supervises the provision of legal services to the appellate judges and oversees the operations of the central staff attorneys' office. This includes monitoring and developing procedures for caseload management. The Chief Staff Attorney also provides legal counsel to the Clerk of the Court of Appeals and coordinates with the Clerk's office on case handling procedures.

LOCATION: Madison, Wisconsin

SALARY: \$162,739 annually with a State of Wisconsin benefits package

CLASSIFICATION: Chief Staff Attorney

RESPONSIBILITIES:

1) Performs or supervises the initial examination for appellate jurisdiction for appeals filed with the Court of Appeals. 2) Supervises the daily operations of the central staff attorneys, staff attorney legal assistants, and LTE staff attorneys. 3) Researches and writes per curiam opinions, summary disposition orders, no-merit opinions, TPR opinions, and orders resolving motions, as necessary to the operations of the court. 4) Acts as counsel and legal advisor for the Court of Appeals and Clerk of the Court of Appeals. 5) Institutes quality assurance procedures and processes to improve the overall quality of the Court of Appeals.

QUALIFICATIONS:

Required:

1) Juris Doctor degree or equivalent from an accredited law school. 2) Licensed to practice law in the State of Wisconsin. 3) Excellent knowledge of the Wisconsin Court system. 4) Excellent knowledge of Wisconsin appellate rules and Court of Appeals procedures. 5) Excellent skill in legal research and writing. 6) Excellent skill in verbal and written communication. 7) Good skill in mentoring and guiding employees. 8) Ability to lead projects and direct the work of others. 9) Ability to establish and maintain effective relationships with senior staff, co-workers, judges, attorneys, project teams, other court staff, and the public. 10) Ability to organize and prioritize work and meet deadlines. 11) Ability to adapt and respond to changing work situations and environments. 12) Ability to maintain confidentiality and discretion. 13) Ability to use common word processing and database software.

Preferred:

1) Experience working as a staff attorney or court commissioner in an appellate court. 2) Experience directing the work of attorneys and legal staff.

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 letter of interest (no longer than 3 pages with standard margins and font size) and resume in a single .pdf document indicating the position #26-2643 – Chief Staff Attorney to Samantha.Lobo@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 November 8, 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.