Associate Deputy Clerk
Office of the Clerk
Wisconsin Court System

The Office of the Clerk for the Wisconsin Supreme Court and Court of Appeals is seeking qualified candidates for a full-time **Associate Deputy Clerk**. If you have experience filing and processing legal documents, are customer service driven, and are detail oriented, we encourage you to apply. **This position is available starting January 11, 2027.**

The Clerk's Office accepts documents for filing and is the repository for all documents filed with the Wisconsin Supreme Court and Court of Appeals. It is responsible for Publication Clerk duties.

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: $56,430 to $60,881 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:
1) Assist the Deputy Clerk of an assigned district with case processing and case maintenance. 2) Review initial court filings, and set up and monitor case proceedings in an automated recordkeeping system. 3) Ensure compliance with applicable statutes and court rules, and rectify deficiencies when identified. 4) Respond to inquiries on case-related issues and provide assistance with appellate procedures. 5) Provide backup assistance to the Deputy Clerks and other staff members.

QUALIFICATIONS:
Required: 1) A work record that includes increasingly responsible office support experience with significant record keeping duties, word processing, data entry, public contact and discreet handling of confidential information. 2) Excellent oral and written communication skills. 3) Ability to understand and handle simple financial duties while maintaining compliance and confidentiality. **Preferred:** 4) Knowledge of legal terminology and format for legal citations. 5) Experience with court practices and appellate procedures. 6) Associate's degree or paralegal degree/certificate.

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 three professional references in a **single .pdf document** indicating the position **#26-2646 Associate Deputy Clerk** 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 November 17th, 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.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER