The Wisconsin Court System is seeking qualified candidates for a limited-term (LTE) part-time Deputy Marshal. Under the general supervision of the Director of State Courts and the Supreme Court Marshal, the LTE Deputy Marshal is responsible for assisting the Marshal with the safe, secure and sound administration of the proceedings and operation of the Supreme Court and District IV Court of Appeals, before, during and following sessions. Limited-term employees cannot exceed 1039 hours of work within a year of employment. This position will not exceed forty (40) hours per week.

**LOCATION:** Madison, WI. This position is expected to work in-office for the duration of their work schedule.

**SALARY:** $18.00 to $23.00 hourly

**BENEFITS:** This position does not qualify for a State of Wisconsin benefit package.

**RESPONSIBILITIES:**
1) Provide back up and redundancy to the Marshal for Supreme Court duties.
2) Perform office management responsibilities and administrative support to the Supreme Court.
3) Handle confidential documents for the Supreme Court and Director of State Courts Office.
4) Perform Marshal duties for the District IV Court of Appeals.

**QUALIFICATIONS:**
Required:
1) Excellent written communication, interpersonal, and organizational skills.
2) Ability to lift and move 75 pounds.
3) Proven ability to use appropriate discretion in dealing with confidential/sensitive communications and situations.
4) Some college credit.
5) Experience with Windows and Microsoft Suite.

**SPECIAL REQUIREMENTS:**
1) Employment will require a criminal background check.

**TO APPLY:**
Please submit a cover letter and resume in a single .pdf document indicating the position #23-2355 – LTE Deputy Marshal 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. Please indicate the times of the day you are available to work. 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 September 17, 2023. 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.

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