Consolidated Court Automation Programs (CCAP) for the Wisconsin Court System is seeking a **Program Associate** to provide high-level administrative support for operation, procurement, as well as assistance to the Chief Information Officer and the Deputy Information Officer. The CCAP Program Associate is also responsible for high-level administrative support that directly assists the CCAP Business Manager in the day-to-day operations of CCAP. This position performs a wide range of support functions to supervisory, professional, and administrative staff. The work of the Program Associate requires the exercise of independent judgement and discretion under general supervision.

Responsibilities include reception duties, administrative support of the CCAP Steering Committee, inventory audits and reporting, facilitation of the procurement process, billing and invoicing, and other administrative functions related to the court system’s extensive IT infrastructure located throughout the state of Wisconsin.

**LOCATION:** Madison, Wisconsin

**SALARY:** $38,501 to $46,582 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate’s qualifications and experience.

**CLASSIFICATION:** Program Associate

**RESPONSIBILITIES:**
1. Perform general reception duties, phone, and office coverage, data entry, drafting documents, proofreading, and editing.
2. Be responsible for meeting room arrangements, travel accommodations, preparation and delivery of meeting materials, and transcribing meeting minutes.
3. Manage weekly travel accommodations for state-related travel of staff and management, including reservation processing, confirmation, payment, fleet maintenance, and reporting.
4. Produce an accurate and detailed reconciliation form for charges reflected on p-card statement along with supporting documentation.
5. Support CCAP procurement and inventory functions.
6. Request, process, and coordinate vendor invoices, quotes and deliveries, as required.
7. Maintain department budget reports, including tracking, forecasting, and adjustments of monthly expenditures.
8. Provide audits of CCAP’s asset management software for accuracy of new equipment, daily inventory movement, and physical count results.

**QUALIFICATIONS:**
1. High School diploma or GED
2. Education and/or 2 to 3 years’ of relevant administration support experience
3. Excellent verbal, written, and interpersonal communication skills
4. Knowledge of general administrative tasks such as customer service, phone coverage, greeting customers, filing (especially electronic), tracking documentation, and general office organization
5. Proficiency with spreadsheets, word processing and other computerized business administration tools and software, and online meeting platforms such as Zoom.
7. Ability to manage multiple, concurrent projects.
8. Ability to work independently.
10. Experience dealing with the public.

**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 **#23-2354 Program Associate** 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 September 10, 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.