The Office of Court Operations is seeking an organized and enthusiastic **District Administrative Assistant** to act as an integral member of the administrative team serving the District Court Administrator’s Office in Judicial Administrative District 10 of the Wisconsin Court System. The Administrative Assistant supports the Chief Judge and District Court Administrator in the administration of trial courts.

Judicial Administrative District 10 of the Wisconsin Circuit Court is composed of 31 Judges and their staff. The District 10 office is located in Hudson, WI. Circuit courts have original jurisdiction in all civil and criminal matters within the state, including probate, juvenile, and traffic matters as well as civil and criminal jury trials.

**LOCATION:** Hudson, Wisconsin.

**SALARY:** $45,032 to $54,600 (salary range based on career progression) annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate’s qualifications and experience.

**RESPONSIBILITIES:**
1.) Provide administrative support to the District Court Administrator. 2.) Assist with the onboarding and scheduling of court reporters and assignment of judges within the district 3.) Collect, compile, interpret and report on court operational data 4.) Answer questions posed by court staff, attorneys, and general public 5.) Assist with special projects as assigned.

**QUALIFICATIONS:**
Required: 1) Experience providing administrative support involving multiple and complex tasks. 2) Experience coordinating competing priorities and schedules. 3) Experience preparing official documents, compiling and analyzing information in spreadsheets, and querying data in database applications. 4) Experience maintaining confidential information. 5) Experience using email, web browser, word processing, spreadsheet, database, and other software and applications used in an office environment.

Preferred: 6) Experience working in a court or legal setting. 7) Knowledge of the Wisconsin Circuit Court System. 8) Education or training in legal Assistance (e.g., Paralegal Associate Degree). 9) Experience with Microsoft Office.

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

**TO APPLY:**
Please submit a cover letter, resume, and writing sample in a single .pdf document with the subject line indicating the position #23-2352 District 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 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.

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**