



Program Associate - Intake Office of Lawyer Regulation Wisconsin Court System

The Office of Lawyer Regulation (OLR) for the Wisconsin Court System is seeking qualified candidates for their **Program Associate** position. If you have excellent organizational and customer service skills, we encourage you to apply for the Program Associate position to join a team of devoted workers assisting in the supervision of the practice of law and protecting the public from misconduct by persons practicing law in Wisconsin. Through this position the selected candidate will serve as the intake point of contact, helping coordinate communications and ensuring the orderly processing of the department.

This position is great for anyone looking to start a career in a legal or legislative field, as well as office professionals looking for a change of industry.

LOCATION: Madison, WI

SALARY: \$35,360 to \$42,640 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Answer, screen, and directs phone calls to staff; take messages and timely respond to voicemails. 2) Perform administrative and clerical support tasks. 3) Oversee the delivery of mail, packages, and couriers. 4) Receive inquiries and grievances regarding lawyer misconduct and medical incapacity, and petitions for reinstatement that may be filed by mail, email, phone, and online. 5) Assist with special projects as assigned and ensure processes are completed in a timely manner.

QUALIFICATIONS:

REQUIRED: 1) Proficient oral and written communication skills. 2) Proficiency/speed in typing, format comprehension, and attention to detail. 3) Excellent customer service skills. 4) Intermediate proficiency in Microsoft Office Suite (Word, Excel, Outlook and Adobe Acrobat). 5) Basic level proficiency with computing and database systems. 6) Courses and/or experience in general administrative support. 7) Strong phone and technology skills.

PREFERRED: 8) High School diploma or Associate's degree. 9) Foreign language proficiency. 10) Legal office support background or knowledge of legal process.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check.

TO APPLY:

Please submit a cover letter and resume in a single PDF document with the email subject line **#23-2357 Program Associate** to human.resources@wicourts.gov. All materials should showcase your relevant education, experience, and skills. Failure to follow these application directions may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on October 1, 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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