



## Program Manager Office of Court Operations Wisconsin Court System

The Office of Court Operations is looking for a **Program Manager** to join a dynamic team dedicated to the efficient operation of the courts within the Wisconsin Court System. Under the general supervision of the Deputy Director of State Courts for Court Operations this position manages the mandatory circuit court forms program, administers all aspects of the statewide reserve judge program, provides staff support to the District Court Administrators, assists with fiscal management and reports for the federal STOP grant funds awarded to the court system, and serves as the office manager for high-level administrative matters in the Office of Court Operations. The Program Manager also serves as direct support to the Deputy Director of State Courts for Court Operations.

**LOCATION:** 101 E. Main St. Ste 410 Madison, WI

**SALARY:** \$62,538 to \$75,667 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

**CLASSIFICATION:** Program Manager

### RESPONSIBILITIES:

1) Manage the mandatory circuit court forms program (staffing the Records Management Committee, creating, proofreading and editing circuit court forms, managing the circuit court forms database). 2) Administer all aspects of the statewide reserve judge program, including new and annual appointments, judicial assignments, and payment approvals. 3) Monitor compliance with Wisconsin Statutes, Supreme Court Rules, Trial Court Administration Rules, and administrative policies. 4) Provide support to District Court Administrators (staffing committee and workgroups, making travel arrangements) and other programs. 5) Provide staff support to committees including drafting and distributing materials, taking and transcribing minutes, and completing special projects related to committee initiatives and ad hoc workgroups. 6) Coordinate meetings, conferences, and trainings, including securing meeting room and equipment rental, hotel room blocks, and approving invoices and purchasing card transactions. 7) Serve as office manager for the Office of Court Operations, providing high-level support to Deputy Director and other professional staff.

### QUALIFICATIONS:

1) Some college or Associate's Degree with Bachelor's Degree preferred. 2) 5-7 years of relevant office or program support experience. 3) Experience in office management or high-level administrative responsibilities. 4) Experience interpreting and applying laws, rules, policies, and procedures. 5) Excellent knowledge of grammar, editing principles, verbal & written communication skills, including proofreading and editing. 6) Proficiency in word processing, spreadsheet, database, presentation, internet, and email software. 7) Proficiency in Microsoft Office (Word, Excel, PowerPoint), Adobe, and Canva (or other design/publishing software.) 8) Ability to manage multiple concurrent projects from start to completion. 9) Ability to work independently.

### 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 **Program Manager - Court Operations**– #24-2416 to [human.resources@wicourts.gov](mailto: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 April 26, 2024. 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](http://www.wicourts.gov).

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

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