



# Public Information Officer Wisconsin Court System

The Wisconsin Supreme Court is seeking creative, problem-solving candidates for Public Information Officer. This key communications role offers a challenging work environment, competitive salary commensurate with experience and excellent fringe benefits. This position is responsible for developing and implementing a strategic plan for a comprehensive statewide communication and public information program on court system initiatives, goals, and activities. This includes developing a plan for responding to court-related issues, enhancing communication within and between the courts and various constituencies including developing and providing information and educational material to the legal community, the media, legislative and executive branches, and the general public. In addition, the Public Information Officer assists in responding to and coordinating responses to open records requests.

**LOCATION:** Madison, WI with occasional statewide travel required. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. Selected candidates may be expected to report to office locations on short notice.

**SALARY:** Starting salary will be \$60,133 to \$84,822 annually, with a State of Wisconsin benefits package.

**RESPONSIBILITIES:** 1.) Determines communications strategy and executes programs to deliver communications objectives throughout the court system. 2.) Advises the Director of State Courts and judges and justices on appropriate responses to media inquiries and serves as spokesperson as necessary 3.) Prepares media articles and press releases, respond to media inquiries and draft speeches for the Director of State Courts and members of the judiciary. 4.) Assists judges and media with camera coverage of high-profile cases in the circuit court. 5.) Develops internal publications such as newsletters, email announcements, planned publications, videos, special projects and assignments. 6.) Serves as the WCS open records manager and assists WCS Justices, Judges, and staff with open records requests submitted under Wisconsin's Public Records Law. 7.) Serves as the acting chair for the Justice on Wheels committee.

## **QUALIFICATIONS:**

**Required:** 1.) Bachelor's Degree in Writing, Journalism, Communications, English or related field or the equivalent experience. 2.) Experience responding to or participating in media inquiries via phone, email or in other communications forms. 3.) Experience in speechwriting, reporting, or as an official communications representative for an organization. 4.) Experience serving as a public records custodian and responding to public records requests. 5.) Excellent knowledge of communication strategies and techniques.

**Preferred:** 6.) Good knowledge of Wisconsin's Public Records Law. 7.) Good knowledge of rules and internal operating procedures of the Wisconsin Supreme Court and Court of Appeals.

## **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 **#23-2358 – Public Information Officer** 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 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](http://www.wicourts.gov).

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