



<https://www.milwaukeejusticecenter.org/mjccareers.html>

## **Milwaukee Justice Center | AmeriCorps Courthouse Navigator Member**

### **Service Location:**

Milwaukee County Courthouse  
901 N 9th St, Rm G9-N  
Milwaukee, WI 53233

### **Program Supervisor:**

Mark Guzman, M.P.A.  
Milwaukee Justice Center | AmeriCorps Program Coordinator  
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### **About the Milwaukee Justice Center**

The Milwaukee Justice Center (MJC) is a public-private collaboration between the Milwaukee County Clerk of Courts, the Milwaukee Bar Association (MBA), and Marquette University Law School offering self-help civil legal aid to individuals who cannot afford an attorney and who are representing themselves in Milwaukee County cases. With thirteen staff and an annual volunteer corps of over 300, the Milwaukee Justice Center assists around 10,000 people in its services yearly. These services include Family Forms assistance, the MJC Mobile Legal Clinic, and a civil legal aid helpline. The MJC also hosts the Marquette Volunteer Legal Clinics at the MJC, the Mobile Legal Clinic in the Milwaukee Community, and the Expungement/Pardon Clinic.

### **About the AmeriCorps Program:**

The AmeriCorps Courthouse Navigator Member is an AmeriCorps member position at the Milwaukee Justice Center. The MJC is expanding the courthouse's accessibility through a **central information desk and courthouse navigation program** to serve all who enter the building.

### **About the AmeriCorps Member:**

AmeriCorps Courthouse Navigator Members are part of national services collaborating with the AmeriCorps Program Coordinator, AmeriCorps Team Leads, and other Members to accomplish program goals. Members must complete a minimum-time (300 service hours), quarter-time (450 service hours), abbreviated-time (675 service hours), half-time (900), three-quarter time (1,200), or abbreviated-time (100 service hours) commitment to be completed before **August 29, 2025**; flexibility with the timeframe is available. Service must be performed in person at the Milwaukee County Courthouse.

### **MJC | AmeriCorps Member Position Minimum Qualifications:**

- 18 years or older, U.S. Citizen, U.S. national, or lawful permanent resident of the United States with a high school diploma/GED or working toward completion of a high school diploma/GED

- Commitment to community service & ability to provide continuous service for **the entirety of your selected service slot**
- Ability to learn and attend all Milwaukee Justice Center trainings
- Ability to work with a diverse team and diverse clientele
- AmeriCorps Members must have the ability to clear the National Service Criminal History Check
- The Members will be on-site at the Milwaukee County Courthouse for service and training
- The capability to travel long distances across the Courthouse campus repeatedly throughout the day is preferable

#### **MJC | AmeriCorps Courthouse Navigator Essential Skills:**

- Strong interpersonal, communication, and customer service skills
- Good organizational skills and capacity to follow through with assigned tasks
- Present oneself with a high level of professionalism with guests, peers, court staff, and supervisors
- Ability to work effectively in a multicultural and stressful environment

#### **Position Responsibilities:**

- Provides legal information to courthouse guests regarding various legal issues relating to civil, criminal, and municipal courts
  - AmeriCorps Members can give legal information (i.e. procedures for filing legal forms); Members **CAN NOT** give legal advice (i.e. Members **can not** tell a litigant what to say/do in court [pursuant to Wisconsin SCR 70.41 (Assistance to Court Users)].)
- Assist in the transitioning of the self-represented individual(s) from the MJC clinics into the Navigator Program
  - Help MJC guests achieve a high level of confidence in the next steps of their filing process
  - Show MJC guests when and where their court date will be, and where the Information Desk is if they should have further questions; provide clients with a sense of familiarity with the Courthouse building and locations
- Conduct client surveys and respond to follow-up emails from the self-represented individual(s)
- Helps track program-related data; data entry and analysis for MJC clinics
- Aids in the management of MJC/Courthouse client waiting area while maintaining fire and building codes; assist clients with MJC online sign-in process
- Graphic arts projects: creating filing instructions; translating legal information; writing and publishing quarterly newsletters; creating signage to help direct/inform courthouse guests of resources, departments, services, and courthouse locations; assist in the formatting of standardized forms
- Assist the AmeriCorps Team Leads, Program Coordinator, and Milwaukee Justice Center to meet organizational goals including working in self-help services as needed

## Benefits:

All MJC | AmeriCorps Courthouse Navigators receive a stipend during their term of service, dependent on their slot type:

- Three-quarter time Member (1200 hours) — \$11,400 stipend
- Half-time Member (900 hours) — \$8,550 stipend
- Reduced half-time Member (675 hours) — \$6,412.50 stipend
- Quarter-time Member (450 hours) — \$4,275 stipend
- Minimum-time Member (300 hours) — \$2,850 stipend
- Abbreviated-time Member (100 hours) — \$950 stipend

Each MJC | AmeriCorps Courthouse Navigator is entitled to an Eli Segal AmeriCorps Education Award, after satisfactorily completing their service, valued at:

- Three-quarter time Member (1200 hours) — \$5,117.50 Educational Award
- Half-time Member (900 hours) — \$3,447.50 Educational Award
- Reduced half-time Member (675 hours) — \$2,817.14 Educational Award
- Quarter-time Member (450 hours) — \$1,956.35 Educational Award
- Minimum-time Member (300 hours) — \$1,565.80 Educational Award
- Abbreviated-time Member (100 hours) — \$416.17 Educational Award

AmeriCorps Members are eligible for loan forbearance and some, or all, of the interest accrued may be paid on qualifying student loans upon successful completion; members will receive training and professional development opportunities. Potentially eligible for additional benefits.

## Application Process

To start the application, visit this [link](#), or visit [www.milwaukeejusticecenter.org/mjcamericorps](http://www.milwaukeejusticecenter.org/mjcamericorps). If you have any questions, please email us at [mjcamericorps@gmail.com](mailto:mjcamericorps@gmail.com). If required, the Milwaukee Justice Center will make reasonable accommodations during the application process; please email [mjcamericorps@gmail.com](mailto:mjcamericorps@gmail.com) with further details.

*AmeriCorps, the Milwaukee Bar Association, and Milwaukee Justice Center provide equal opportunity to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*