



# Tony Evers

Office of the Governor | State of Wisconsin

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## **Correspondence Assistant – Physical Mail (LTE)**

The Governor's Office seeks a Correspondence Assistant to support the Constituent Services and Proclamations Department. (CS/Procs Department)

### **Job Responsibilities**

- Supervise the intake of all incoming postal mail to the Office of the Governor.
- Knowledge of and adherence to open records laws and policies.
- Database entry and maintenance.
- Other duties as assigned.

### **Qualifications**

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel.)
- Excellent written and verbal communication skills.
- Self-directed and able to work without supervision.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.
- Writing experience preferred.

### **Compensation**

This is a flexible limited-term employment (LTE) position. Hourly wage is \$15 per hour, 20 hours per week.

All interested applicants can submit a cover letter and resume to [Anna.Mercer@wisconsin.gov](mailto:Anna.Mercer@wisconsin.gov)