



Tony Evers

Office of the Governor | State of Wisconsin

Administrative Assistant

The Office of Governor Tony Evers is seeking a part-time administrative assistant to join the Governor's legal team.

Job Responsibilities

The administrative assistant will be responsible for a wide variety of work including:

- scheduling committee and board meetings;
- assisting with public records requests, public record searches, and redactions;
- distributing legal documents and announcements throughout state government;
- managing special counsel contracts; and
- assisting with other administrative and organizational tasks as assigned.

Qualifications

The ideal candidate will have the following qualifications:

- demonstrate professionalism, diplomacy, discretion, and efficiency;
- communicate professionally over the phone and in email;
- prompt, efficient, and organized, with attention to detail.

Compensation

This is a part time limited-term employment (LTE) position. The administrative assistant will be expected to work 20 hours per week at \$15.00 per hour.

How to Apply

Email a cover letter and resume to Molly McNab at molly.mcnab1@wisconsin.gov.

The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high-quality staff who are committed to increasing the diversity of the office.