



Tony Evers

Office of the Governor | State of Wisconsin

Extradition and Pardon Coordinator

The Office of Governor Tony Evers is seeking a full-time Extradition and Pardon Coordinator to join the Governor's legal team.

Job Responsibilities

The extradition and pardon coordinator will be responsible for a wide variety of work including:

- Serving as the state's extradition coordinator, including managing the warrant process for transferring people between states for the purpose of criminal prosecution, acting as a hub for all extradition-related issues in the state, and communicating with other governors' offices, district attorney offices, and the department of justice.
- Serving as the state's pardon advisory board coordinator, including reviewing pardon applications for eligibility, coordinating pardon board hearings, and communicating with pardon applicants.
- Other duties as assigned, including assisting with public records requests and managing special counsel contracts for ongoing litigation.

Qualifications

The ideal candidate will have the following qualifications:

- Paralegal training, legal administrative experience, or other similar experience;
- Demonstrate professionalism, diplomacy, discretion, and efficiency;
- Communicate professionally over the phone and in email; and
- Prompt, efficient, and organized, with attention to detail.

Compensation

This is an 87.5% position (hours are 8 am to 4 pm daily with a one-hour lunch) with full state benefits. Salary will be commensurate with experience.

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.