



Tony Evers

Office of the Governor | State of Wisconsin

Extradition and Pardon Coordinator

The Office of Governor Tony Evers is seeking an 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;
- Proficiency in Microsoft Office products including Word, Excel, and Outlook
- 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 range is \$18 to \$24 per hour, 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.