



# Tony Evers

Office of the Governor | State of Wisconsin

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## Legal Assistant

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

### Job Responsibilities

The legal assistant will be responsible for a wide variety of work, such as:

- Scheduling committee and board meetings;
- Maintaining the records system for the pardon process;
- Assisting with public records requests;
- Distributing legal documents and announcements throughout state government;
- Managing special counsel contracts; and
- Assisting with judicial and district attorney appointments.

### Qualifications

The ideal candidate will have the following qualifications:

- Demonstrate professionalism, diplomacy, discretion, and efficiency;
- Communicate professionally over the phone and in email;
- Proficient with Microsoft Office products and Adobe Acrobat;
- Prompt, efficient, and organized, with attention to detail.

### Compensation

The administrative assistant will be expected to work 40 hours per week. Hourly wage is commensurate with experience.

### How to Apply

Email a cover letter and resume to Erin Deeley at [erin.deeley1@wisconsin.gov](mailto:erin.deeley1@wisconsin.gov) by August 17, 2020.

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.