



# Tony Evers

Office of the Governor | State of Wisconsin

## Casework Manager

Governor Tony Evers is seeking a Casework Manager to join his Constituent Services Department to aid constituents as they navigate complex state agency structures and programs.

The ideal candidate will have a proven ability to act as an advocate for the people of Wisconsin.

### Job Responsibilities

The Casework Manager will report to the Director of Constituent Services in the Governor's Madison office and will be charged with managing roughly 200 cases monthly for individual constituents in need.

Specific job duties include:

- Manages statewide casework.
- Pulls weekly reports for the director, noting trends.
- Follows established casework timelines and workflows.
- Works as a liaison between constituents and state agencies.

### Qualifications

Governor Evers is seeking candidates who excels in interpersonal communication and can adapt to a fast-paced workplace. You should have:

- A commitment to serving the state of Wisconsin and its people.
- A demonstrated knowledge of state systems, agencies, and programs.
- A high level of organizational skills and the ability to execute multistep plans to assist individual constituents.
- Excellent written and verbal communication skills.
- Three years working in a related field preferred.

### Compensation

- Salary range \$35,000 to \$45,000 annually, commensurate with experience.
- Generous benefits package.

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

### How to Apply

- Send a cover letter and resume to the Director of Constituent Services, Corissa Mosher, at [Corissa.Mosher1@wisconsin.gov](mailto:Corissa.Mosher1@wisconsin.gov).