



Tony Evers

Office of the Governor | State of Wisconsin

Correspondence Assistant - Constituent Services LTE in the Office of the Governor

We are looking for energetic, responsible, and passionate individuals to join our office. In this position, you will be an integral part of our constituent services department. It is essential that applicants to this position have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail.

General Staff Duties and Responsibilities

- Supervise sorting, scanning, entering, coding, and organization of all incoming postal mail
- Know and adhere to open records laws and policies
- Manage, streamline, and become an expert in all outgoing physical correspondence and physical correspondence workflow
- Answer phone inquiries, call constituents back, and enter each phone call into our office database
- Maintain accurate data within our CRM database
- Other duties as assigned

Staff Requirements and Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Ability to handle sensitive and confidential material in a responsible and respectful manner
- Writing experience preferred

Benefits

- 20 hours per week at \$15 per hour
- Gain knowledge of the Governor's Office and the legislative process
- Opportunity to work with top officials in the political field
- Gain experience learning how both a professional and political office functions
- Opportunities to join our monthly professional development activities
- Minimum six-month time commitment
- Flexible schedule

All interested applicants can submit a cover letter, resume, and writing sample to Isabel.Marshall@wisconsin.gov.