



Tony Evers

Office of the Governor | State of Wisconsin

Constituent Services Oversight Assistant - LTE

The Governor's Office seeks a Constituent Services Oversight Assistant to support the Constituent Services and Proclamations Department. (CS/Procs Department)

Job Responsibilities

The Constituent Services Oversight Assistant will work at the Wisconsin State Capitol in the Governor's Office of Constituent Services and Proclamations. Typical job duties may include:

- Oversight of the Office of the Governor's general email inbox.
- Assists in intern oversight, including the supervision of the initial intake of constituent casework and correspondence.
- Assists with timely response to constituent inquiries.
- Perform clerical duties, such as maintaining records, organizing documents, filing, photocopying, etc.
- Answer phones, staff front desk, and perform regular constituent services duties.

Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel).
- Excellent written and verbal communication skills.
- Self-direction and initiative.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.

Compensation

This is a flexible limited-term employment (LTE) position. Hourly wage is \$15 per hour, 20 hours per week.

If you believe you meet the qualifications of this position, please submit a resume and cover letter to Anna.Mercer@wisconsin.gov