



# Tony Evers

Office of the Governor | State of Wisconsin

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## **Casework Assistant – Constituent Services and Proclamations LTE**

The Governor’s Office seeks a Casework Assistant to support the Constituent Services and Proclamations Department (CSP). As the casework assistant, you will be an integral part of the team, helping to connect constituents who have contacted our office with a variety of issues to resources and solutions.

### **Job Responsibilities**

- Assist casework manager to ensure constituent awareness and consent at every step of the process
- Correspond directly with constituents and communicate their needs effectively to casework manager
- Advocate for constituents facing challenges and unique circumstances and conduct research to offer resources
- Assist the CSP Director in managing department inventory
- Perform clerical duties such as answering phones, staffing front desk, photocopying, etc.
- Other duties as assigned

### **Qualifications**

- Strong attention to detail and organizational skills
- Ability to handle sensitive and confidential material in a responsible and respectful manner
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Powerpoint)
- Excellent written and verbal communication skills
- Ability to work independently and without supervision
- Eagerness to tackle new projects and ideas
- Commitment to public service and to serving the people of Wisconsin in their time of need
- Minimum six-month time commitment is preferred

### **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](mailto:Anna.Mercer@wisconsin.gov)