



Tony Evers

Office of the Governor | State of Wisconsin

Correspondence Assistant (Telecommunications Captain) – LTE in the Office of the Governor

We are looking for an energetic, responsible, and passionate individual to join our Madison office in the Constituent Services and Proclamations Department. As the correspondence assistant responsible for telecommunications, you will be an integral part of the team, working to streamline our voicemail, live call, and call back processes in order to best communicate with constituents. It is essential that applicants to this position have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail.

Duties and Responsibilities

- Monitor the Governor's voicemail line, answer live phone inquiries, call constituents back, and enter each phone call into our office database
- Become an expert in and supervise the general organization of the incoming and outgoing telecommunication correspondence process
- Act as a resource to other LTEs and interns who are assigned phone duties
- Maintain accurate data within our office database
- Know and adhere to open records laws and policies
- Other duties as assigned

Requirements and Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Ability to work independently and without supervision
- Eagerness to tackle new projects and ideas
- Ability to handle sensitive and confidential material in a responsible and respectful manner
- Availability to work in-person at the State Capitol in Madison
- Commitment to public service and to the state of Wisconsin

Benefits

- 20 hours per week at \$15 per hour
- Opportunities to gain knowledge of the Governor's Office and state government in Wisconsin, experience how both a professional and political office function, and work with top officials in the political field
- Opportunities to participate in professional development events and activities
- Minimum six-month time commitment
- Flexible schedule

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