



Tony Evers

Office of the Governor | State of Wisconsin

ASSISTANT POSITION (LTE)

Introduction:

The Governor's Office seeks an Assistant to the Pardon Advisory Board to assist the Office of Legal Counsel and the Governor's Pardon Advisory Board (Board). The Board was reestablished by Executive Order #30, and recent changes have expanded eligibility and expedited the process in some circumstances. Members of the public convicted of felony offenses who meet certain eligibility criteria can petition the Board for a pardon of their offense. If eligible, applicants' cases are heard either at a hearing or through an expedited review process.

Salary Information:

Hourly wage is commensurate with experience, between \$18-24/hour.

Job Details:

The Assistant to the Pardon Advisory Board will be stationed at the Wisconsin State Capitol along with the Governor's Office of Legal Counsel and will be expected to:

- Log and track incoming applications and verify completeness and eligibility.
- Sort and digitize applications and corresponding materials
- Coordinate with stakeholders to obtain required records to supplement applications.
- Communicate with applicants and Board members in preparation for online hearings or expedited review.
- Other administrative tasks as assigned.

This is not an advocacy position. The Assistant to the Pardon Advisory Board will be required to ensure that applications are complete, Pardon Advisory Board records are properly maintained and organized, and scheduling assistance.

The Governor's Office is also currently seeking a Legal Assistant to the Pardon Advisory Board. That position will perform some administrative tasks, but with additional focus on generating external documents such as pardon orders, press releases, and correspondence with applicants and stakeholders. If interested in that position, please see that additional position posting.

Qualifications:

- Experience using Microsoft Office and Adobe Acrobat products.
- Excellent organization and recordkeeping. Prior experience providing administrative support is preferred.

- Strong verbal and written communication.
- Sound professional judgment.
- Ability to handle sensitive and confidential information.

The Office of the Governor 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:

Applicants should submit a cover letter and resume to Erin Deeley at erin.deeley1@wisconsin.gov.

Deadline to Apply: Applications will be accepted until January 14, 2022.