



# Tony Evers

Office of the Governor | State of Wisconsin

## **LEGAL ASSISTANT POSITION (LTE)**

### **Introduction:**

The Governor's Office seeks a Legal Assistant to provide support to 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(s). If eligible, applicants' cases are considered 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 Legal Assistant will be stationed at the Wisconsin State Capitol along with the Governor's Office of Legal Counsel and will be expected to:

- Assist with writing memoranda for the Board and drafting pardon orders.
- Review and analyze pardon applications for eligibility.
- Respond to applicants' and stakeholders' questions and concerns via email and telephone.
- Correspond with pardon applicants, judges, and district attorneys regarding the status and updates of pardon applications and any questions on process or eligibility.
- Assist with public information and outreach, including preparing press releases.
- Create, maintain, and enter information into databases and Excel spreadsheets.
- Schedule committee and board meetings.
- Other administrative tasks as assigned.

The Legal Assistant to the Pardon Advisory Board will be required to maintain impartiality and ensure that applications are complete, applicants have their questions answered in advance of hearings, vetting is thorough, and impacted court officials, victims, and any other stakeholders are properly engaged in the process and the Board is prepared and informed.

The Governor's Office is also currently seeking an Assistant to the Pardon Advisory Board. That is a separate position primarily focused on primarily administrative tasks, including

record maintenance. If interested in that position, please see that additional position posting.

**Qualifications:**

- Strong verbal and written communication. Prior paralegal experience or similar experience is preferred but not required.
- Experience using Microsoft Office and Adobe Acrobat products.
- Excellent organization and recordkeeping. Prior experience providing administrative support is preferred but not required.
- 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, resume, and one-page writing sample to Erin Deeley at [erin.deeley1@wisconsin.gov](mailto:erin.deeley1@wisconsin.gov).

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