



# Tony Evers

Office of the Governor | State of Wisconsin

## ASSISTANT TO THE PARDON ADVISORY BOARD

Full/Part Time: Part-Time or full-time

Location: Dane County

Regular/Temporary: Temporary

Organization: Office of the Governor

### Introduction:

The Governor's Office seeks an Assistant to the Pardon Advisory Board (Board) to be stationed at the Wisconsin State Capitol in Madison, Wisconsin. The Board was reestablished by Executive Order #30, and recent changes have expanded eligibility and expedited the process in some circumstances.

The Board is comprised of 8 members and chaired by the Governor's Chief Legal Counsel or designee. It meets monthly to hold virtual or in-person hearings of up to 30 applicants. Since the Board's reestablishment, Governor Evers has pardoned 263 individuals.

### 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:

- Review and vet new pardon applications for eligibility and completeness.
- Create, maintain, and enter information into databases and Excel spreadsheets.
- Correspond with pardon applicants, judges, and district attorneys regarding the status and updates of pardon applications.
- Assist with writing memorandum for the Pardon Advisory Board and drafting pardon orders.
- Provide other administrative support for the Pardon Advisory Board.

### Qualifications:

Well-qualified applicants will be punctual and reliable and will have:

- Experience using Microsoft Office and Adobe Acrobat products
- Strong verbal and written communication. Prior customer service to external customers through email and phone communications is preferred but not required.
- 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 and resume to [diane.raines1@wisconsin.gov](mailto:diane.raines1@wisconsin.gov)

**Deadline to Apply:**

Applicant materials are due by 5:00pm on October 4, 2021.

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