



# Tony Evers

Office of the Governor | State of Wisconsin

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## Front Desk Manager - Constituent Relations LTE in the Office of the Governor

We are looking for energetic, responsible, and passionate individuals to join our office. In this position, you will be an integral part of our constituent services department. It is essential that applicants to this position have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail.

### General Staff Duties and Responsibilities

- Answer phone inquiries, direct calls, and enter each phone call into our office database
- Perform clerical duties, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and materials
- Research and gather documentation on the Governor's position on issues

### Staff Requirements and Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Ability to handle sensitive and confidential material in a responsible and respectful manner

### Benefits

- 20 hours per week at \$15 per hour
- Gain knowledge of the Governor's Office
- Opportunity to work with top officials in the political field
- Gain experience learning how both a professional and a political office functions
- Opportunities for professional development and networking

The Office of Governor Tony Evers is an equal opportunity employer, and strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.

All interested applicants can submit a cover letter, resume, and writing sample to [Margie.berkowitz1@wisconsin.gov](mailto:Margie.berkowitz1@wisconsin.gov).