



# Tony Evers

Office of the Governor | State of Wisconsin

## Milwaukee Constituent Services Manager

Governor Tony Evers is seeking a Milwaukee Constituent Services Manager to assist residents of the Milwaukee area.

The ideal candidate will possess the maturity and patience needed to assist constituents with a variety of issues. They will be committed to a high level of responsiveness and understanding of issues facing families and individuals in the Milwaukee area.

### Job Responsibilities

The Milwaukee Constituent Services Manager, who is based in the Milwaukee Office and reports to the Milwaukee Office Director is responsible for the following:

- Partner with the Constituent Services Office in the Capitol to develop processes and procedures for assisting constituents.
- Work with families and individuals who reach out to the office for assistance to find appropriate solutions to their needs.
- Answer phone inquiries, direct calls, and enter each contact into the office database.
- Perform clerical duties, maintain files, and organize documents as needed.

### Qualifications

Governor Evers is seeking candidates who excel in customer service and who can adapt to a fast-paced workplace. You should have:

- 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.

### Compensation

- Salary range: \$40,000 - \$45,000 annually, based on experience.
- Generous benefits package.

The Office of Governor Tony Evers 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

- Send a cover letter and resume to Deputy Chief of Staff, Kara Pennoyer at [Kara.Pennoyer1@wisconsin.gov](mailto:Kara.Pennoyer1@wisconsin.gov).