



Tony Evers

Office of the Governor | State of Wisconsin

Constituent Services Oversight Assistant - LTE

The Office of Governor Evers seeks a second Constituent Services Oversight Assistant to support the Constituent Services and Proclamations Department.

Job Responsibilities

The Oversight Assistant will work at the Wisconsin State Capitol in the Governor's Office of Constituent Services and Proclamations and typical job duties may include:

- Oversight of the Office of the Governor's general email inbox.
- Assists in oversight of constituent inquiries including casework and correspondence.
- Perform clerical duties, such as maintaining records, organizing documents, filing, photocopying, etc.
- Answer phones, staff front desk and perform specific department duties as assigned.

Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel).
- Excellent written and verbal communication skills.
- Self-direction and initiative.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.

Compensation

This is a flexible limited-term employment (LTE) position. Hourly wage is \$15 per hour, 20 hours per week.

If you believe you meet the qualifications of this position, please submit a resume and cover letter to Anna.Mercer@wisconsin.gov