



Tony Evers

Office of the Governor | State of Wisconsin

Constituent Services Physical Mail Assistant - LTE

The Office of Governor Evers is seeking a Constituent Services Physical Mail Assistant to support the Constituent Services and Proclamations Department.

Job Responsibilities

- Supervise incoming and outgoing postal mail within the Office of the Governor.
- Knowledge of and adherence to open records laws and policies.
- 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-directed and able to work without supervision.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.
- Writing experience preferred.

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