



Tony Evers

Office of the Governor | State of Wisconsin

Telecommunications Correspondence Assistant - Constituent Services LTE

The Governor's Office seeks a Telecommunications Correspondence Assistant to support the Constituent Services and Proclamations Department (CS/Procs Department).

Job Responsibilities

- Manage, streamline, and become an expert in all incoming and outgoing telecommunication correspondence to the Office of the Governor, including voicemails
- Answer phone inquiries, direct calls, and supervise the call back process
- Assists with timely response to constituent inquiries
- Perform clerical duties, such as maintaining records, organizing documents, filing, photocopying, etc.
- Other 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 independently
- Ability to handle sensitive and confidential material in a responsible and respectful manner
- Availability to work in-person at the State Capitol in Madison
- Motivated by public service and committed to serving the people of Wisconsin
- Minimum six-month time commitment is 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