



Tony Evers

Office of the Governor | State of Wisconsin

Constituent Services Assistant - LTE

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

Job Responsibilities

- Assists in oversight of constituent inquiries including casework and correspondence.
- Conduct referrals and provide information via all communication modes.
- Assists in the processing of incoming and outgoing mail within the Office of the Governor.
- 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.
- 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