



# Tony Evers

Office of the Governor | State of Wisconsin

## LEGAL ASSISTANT (LTE)

The Governor's Office seeks a Legal Assistant to support the Office of Legal Counsel and the Governor's Pardon Advisory Board (Board).

### Job Responsibilities

The Legal Assistant will work at the Wisconsin State Capitol in the Governor's Office of Legal Counsel and will support attorneys and other staff, as well as the Board. Typical job duties may include:

- Manage scheduling, including staff, committee, and Board meetings.
- Coordinate contracts and invoices for the Office.
- Draft memoranda and other legal documents for the Office and the Board.
- Communicate with pardon applicants and Board members via email and phone in preparation for monthly hearings.
- Review and log incoming pardon applications for completeness and eligibility; sort and digitize pardon applications and corresponding materials.
- Maintain the records system for the pardon process.
- Complete document review, redactions, and legal filing.
- Assist with responses to public records requests.
- Other administrative tasks as assigned.

### Qualifications

- Experience using Microsoft Office and Adobe Acrobat products.
- Excellent organization and recordkeeping.
- Prior administrative support or paralegal experience is preferred but not required.
- Strong verbal and written communication skills.
- Sound professional judgment.
- Ability to handle sensitive and confidential information.

### Compensation

This is a fulltime limited-term employment (LTE) position. Hourly wage is \$19 - \$25/hour, commensurate with experience.

### How to Apply

To apply send a resume and cover letter to [olc.go@wisconsin.gov](mailto:olc.go@wisconsin.gov). Applications will be considered on a rolling basis. The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high quality staff who are committed to increasing the diversity of the office.