

Wisconsin Legislature – Legislative Technology Services Bureau

Position Title: Bureau Assistant
Location: 17 W. Main Street, Suite 200, Madison, WI
Schedule: Full Time – Monday through Friday, 8:00 a.m. to 5:00 p.m.

Introduction

The Legislative Technology Services Bureau (LTSB) provides leading-edge information technology services and support to the Wisconsin Legislature. LTSB is a nonpartisan legislative service agency located on the Capitol Square in downtown Madison, Wisconsin. We provide a fast-paced and cooperative atmosphere with many opportunities for professional growth.

The LTSB is accepting applications to recruit an enthusiastic Bureau Assistant to its Administration Team. This is an entry-level position. Starting annual salary will be \$30,000 - \$35,000, depending upon experience and qualifications.

Position Description

We are seeking an organized, professional, customer-service oriented candidate to fulfill the duties of Bureau Assistant. As a member of the Administration Team, you will provide confidential administrative support to the bureau and its customers; interact directly with LTSB, legislators, legislative staff, and the general public; answer phones; process incoming mail; facilitate the scheduling of and preparation for meetings. The Bureau Assistant will report to the Business Manager.

Candidates must have a positive attitude and the ability to represent the bureau in a professional and courteous manner. Candidates must also have knowledge of basic office procedures, the ability to maintain confidentiality in the performance of assigned duties, and the ability to work well in a team environment.

Exceptionally qualified candidates may also have experience or training in accounts payable, accounts receivable, invoicing, and cash management.

Knowledge/Experience Required

- Strong interpersonal skills and the ability to interact with others in a professional and courteous manner
- Ability to establish and maintain effective working relationships with managers and staff
- Effective oral and written communication
- Ability to work in a nonpartisan environment
- Ability to work independently and in a team environment
- Knowledge of computer programs such as Microsoft Office Suite
- Ability to schedule and prepare meeting rooms and associated AV equipment
- Be able to work business hours of 8 a.m. to 5 p.m.
- Ability to move equipment or boxes weighing up to 30 lbs.
- Some experience with financials preferred, but not required.

How to Apply

We are seeking candidates who are legally authorized to work in the United States and will not require employer visa sponsorship now or in the future. A background check will be conducted on any finalist prior to an offer of employment.

Please send your cover letter outlining your interest in this position and a current resume to LTSBHR@legis.wisconsin.gov. The deadline to apply is the close of business day on Friday, January 26, 2018.