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# Wisconsin Legislative Council

Anne Sappenfield  
Director



October 2022

## Employment Opportunity: Administrative Assistant

The Wisconsin Legislative Council is a nonpartisan service agency in the Wisconsin Legislature that provides legal and research services to legislative committees, legislators, and legislative staff in a collaborative work environment. We are located in beautiful downtown Madison, across from the State Capitol.

The position is full-time employment. The position is in the unclassified state service. The starting salary is \$18-\$25 per hour, based on relevant work experience and education. A comprehensive state employee benefits package is offered. Future advancement will be commensurate with experience.

### POSITION DESCRIPTION

The Administrative Assistant is an integral part of the Legislative Council and facilitates efficient daily operations and office organization. The administrative assistant is the first contact with our agency and works closely with all of the staff to support our services to the Legislature. The position requires strict nonpartisanship and requires maintenance of confidentiality regarding certain materials and information.

### PRIMARY RESPONSIBILITIES

The primary responsibilities of this position include, but are not limited to:

- Reception
  - Answer, screen, and forward incoming main line phone calls.
  - Receive visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately.
  - Respond to or distribute emails in the Legislative Council inbox.
  - Provide basic and accurate information in phone calls, through email, and in person.
- Finance
  - Provide back-up to Finance Officer for approving vouchers and invoices.
  - Monitor office supplies, replace low stock items, and purchase supplies, as needed.
- Office Operations
  - Receive, sort, and distribute mail daily.
  - Perform clerical duties, such as photocopying and scanning, as requested.
  - Update the agency's website and intranet site.
  - Maintain organization of office computer and paper files, including serving as point of contact for State Records Center and State Historical Society.
- Assist in the preparation of office correspondence and publications, as needed.

- Display a team-oriented, collegial attitude toward Legislative Council staff coworkers.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Graduation from high school or a relevant associate or bachelor's degree.
- Attention to detail, organizational skills, and ability to work around the core hours of 8:00 a.m. – 5:00 p.m.
- Competence in Microsoft Office suite.
- Ability to work in a nonpartisan role.
- Manage multiple projects and assignments and effectively prioritize work.
- Provide outstanding customer service to legislative staff.
- Ability to maintain confidentiality in the performance of assigned duties.

### **PREFERRED QUALIFICATIONS**

- General knowledge of Wisconsin state government.

### **TO APPLY**

To apply, submit a resume and cover letter describing relevant skills and interest in the position by email to Anglinia Washington, Finance and IT Officer, at [LCApp@legis.wisconsin.gov](mailto:LCApp@legis.wisconsin.gov).

The deadline to apply for this position is October 30, 2022.

We are an Equal Opportunity Employer seeking a diverse and talented workforce.