
Wisconsin Legislative Council

Anne Sappenfield
Director



March 2023

Employment Opportunity: Front Desk 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. The Legislative Council staff is required, by statute, to be strictly nonpartisan.

The Legislative Council seeks a part-time (10-15 hours per week) front desk assistant to join the agency. The position is located in downtown Madison, across from the State Capitol. The position is in the unclassified state service. The starting salary is \$16 per hour, based on relevant work experience and education.

POSITION SUMMARY

The Front Desk Assistant is often the first contact for legislators, legislative staff, and others contacting the Legislative Council by phone or in person. The Front Desk Assistant staffs the front desk and coordinates front-desk activities. In addition, the Front Desk Assistant ensures the neat and organized presentation of the front desk and other common areas.

PRIMARY RESPONSIBILITIES

- Receive visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately.
- Answer, screen, and forward incoming phone calls.
- Receive, sort, and distribute mail daily.
- Respond to or distribute emails in the Legislative Council inbox.
- Provide basic and accurate information in phone calls, through email, and in person.
- Perform clerical duties, such as photocopying and scanning.
- Scan materials from standing committee hearings and post them on the Legislature's website.
- Maintain reception area and all common areas in a clean and tidy manner at all times.
- Monitor office supplies, replace low stock items, and communicate with the Finance Officer when more supplies are needed.
- Maintain organization and tidiness of the library.
- Update the agency's website and intranet site.
- Support organization of computer and paper filing systems.
- Open office each morning, including turning on lights, filling copiers with paper, and picking up newspapers.
- Other duties as assigned.

QUALIFICATIONS

- Graduation from high school or a relevant associate or bachelor's degree.
- Attention to detail, organizational skills, and ability to work on a part-time basis around the core hours of 8:00 a.m. – 5:00 p.m.
- Competence in Word, Excel, Outlook, and other computer programs used by the agency.
- Ability to work in a nonpartisan role.
- Provide outstanding customer service to legislative staff.
- Ability to maintain confidentiality in the performance of assigned duties.

TO APPLY

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

The deadline to apply for this position is **April 9, 2023**.

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