
Wisconsin Legislative Council

Anne Sappenfield
Director



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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 in the unclassified state service. The starting salary is \$18-\$25 per hour, based on relevant work experience and education. The position will have opportunities for professional development and growth.

A comprehensive state employee benefits package is offered, including 3.5 weeks of vacation time, 9 paid holidays, and sick leave. The Legislative Council is a Public Service Loan Forgiveness Program employer.

POSITION DESCRIPTION

The Administrative Assistant is an integral part of the Legislative Council and has a variety of responsibilities to facilitate 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 maintaining confidentiality of certain materials and information.

PRIMARY RESPONSIBILITIES

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

- Formatting and proofing formal memoranda and other documents.
- Providing administrative support for committees that the Legislative Council staffs, including preparing agendas and memoranda for committee members and arranging meetings.
- Reception
 - Answering, screening, and forwarding incoming main line phone calls.
 - Receiving visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately.
 - Responding to or distributing emails in the Legislative Council inbox.
 - Providing basic and accurate information in phone calls, through email, and in person.
- Finance

- Preparing vouchers and invoices for director approval.
- Monitoring office supplies, replacing low stock items, and purchasing supplies, as needed.
- Office Operations
 - Receiving, sorting, and distributing mail daily.
 - Performing clerical duties, such as photocopying and scanning, as requested.
 - Updating the agency's website and intranet site.
 - Maintaining organization of office computer and paper files.
- Displaying 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.
- Organizational skills to manage multiple projects and assignments and effectively prioritize work.
- Dedication to providing outstanding customer service.
- Ability to maintain confidentiality in the performance of assigned duties.

PREFERRED QUALIFICATIONS

- General knowledge of Wisconsin state government.
- Experience in preparing and proofing documents.
- General research skills.

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.

Applications will be accepted until the position is filled.

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