

Milwaukee Staff Assistant
U.S. Senator Tammy Baldwin

Job Announcement
November 2021

U.S. Senator Tammy Baldwin is seeking a Staff Assistant in her Milwaukee office to act as the first point contact for the Senator and the Milwaukee staff. This entry-level position also administers the Milwaukee office intern program, oversees daily management of all incoming constituent concerns, administers all aspects of the Senator's Military Service Academy nominations process, and provides general support to the Milwaukee staff.

Qualified candidates will possess excellent organizational skills, strong attention to detail and exceptional communication skills. Completion of an associate's degree and prior office administrative experience is preferred. Desired qualities include the temperament to engage with a variety of personalities in a tactful, pleasant and professional manner; strong writing and proofreading abilities; and the ability to work in a fast-paced environment.

Interested applicants may send a resume, cover letter, and references to mkestaffasst@gmail.com. **Please apply by December 5, 2021** but applications may be accepted on a rolling basis after December 5th until the position is filled.

The Office is an equal opportunity employer in accordance with the requirements of Senate Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, sexual orientation, gender identity or any other factors prohibited by applicable federal law.

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U.S. Senator Tammy Baldwin

Position Description

SUMMARY:

The Milwaukee Staff Assistant is the point of first contact for the Senator and the Milwaukee staff. This position plays a critical role in ensuring that constituents who contact the office know that the Senator is responsive to their concerns.

ESSENTIAL JOB FUNCTIONS:

- Greets visitors to the Milwaukee office;
- Answers and screens telephone calls for the Senator and other staff members, and takes messages when appropriate;
- Documents opinions expressed by constituents who call the office in the office's Intranet Quorum database, and prepares the daily "Pulse" report of constituent calls;
- Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- Orders and maintains office supply inventory;
- Responds to miscellaneous constituent requests for information;
- Performs general data entry and administrative assignments, including providing administrative support for outreach staff around the state;
- Manages the intern program, including recruiting, interviewing, selecting, scheduling, training and supervising interns;
- Manages the Senator's Military Service Academy Nomination process, including distributing informational materials, processing applications, recruiting interview panel members, running three Academy Nomination Days around the state, coordinating nominations with the Senator and other Congressional offices, and processing nomination letters;
- Remains informed about the Senator's legislative initiatives;

- Meets attendance requirements as established by the office;
- Performs special projects and other duties as assigned.

EDUCATION/EXPERIENCE:

Completion of an associate degree and prior administrative experience is preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- Attention to detail and excellent organizational skills;
- Strong writing and proof reading skills;
- Strong verbal communication skills;
- Knowledge of office computer applications and proficiency in word and data base processing;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to work well under pressure in a fast-paced environment;
- Knowledge of office policies, practices, and procedures