

Madison Staff Assistant
U.S. Senator Tammy Baldwin

Job Announcement
June 2019

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

Qualified candidates will possess excellent organizational skills, strong attention to detail and exceptional communication skills. Completion of a four-year 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 msnstaffasst@gmail.com

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 law.

Madison Staff Assistant
U.S. Senator Tammy Baldwin

Position Description

SUMMARY:

The Madison Staff Assistant is the point of first contact for the Senator and the Madison 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 Madison 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;
- Assists the Director of State Operations in researching, drafting and producing notes from the Senator to constituents.
- 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 a four-year college education 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;