



# *Milwaukee County Board of Supervisors*

Sup. Deanna Alexander, 18<sup>th</sup> District • Sup. Dan Sebring, 11<sup>th</sup> District  
Milwaukee County Courthouse, 901 N. 9<sup>th</sup> St. Rm. 201, Milwaukee, WI 53233

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## Position Announcement

**Position:** Legislative Assistant to Milwaukee County Supervisors for Districts 11 and 18

**Employment Details:** This is a full-time appointed position working with the Milwaukee County Board of Supervisors. The legislative assistant will report directly to the District 11 and 18 Supervisors, and indirectly to the County Board Chief of Staff and County Board Chairman. Schedule is primarily first shift, M-F, 40 hours per week, with 1-2 evenings per week potentially required, and rarely light weekends, which will be offset by preapproved schedule variations. Work location will be at the Milwaukee County Courthouse and the department offers a business casual attire environment. Starting salary is at \$15.79 per hour (\$32,853.15 annually, 11M Step 1). Milwaukee County provides a competitive benefit package including: Health and Dental Insurance, Flexible Spending Accounts, Vacation, Tuition Reimbursement, Sick leave, Holidays, Personal Days, Deferred Compensation Plan, Life Insurance, EAP, Pension Plan, and Public Service Loan Forgiveness. Estimated start date: late September or mid-October 2016.

**Minimum Qualifications:** Interest in public policy and politics. Computer literate, ability to type 40+ w.p.m. and experience with Microsoft Office (Word, Excel, Outlook). Very organized with high ability to initiate helping others stay organized and productive. Ability to perform up to 25% of work time in a shared departmental service capacity as a front desk receptionist for the department of the County Board. Courteous and professional demeanor in phone, written and face-to-face communication. At least one year of college-level training (any major) or comparable work experience in an administrative or office atmosphere. Ability to balance working for two elected officials simultaneously, prioritizing workload and initiating good communication with all parties.

**Desired Qualifications:** Experience with Sales Force database software. Desktop publishing skills useful for creating print and e-newsletters. Familiarity with coordinating lists and processes for mass mailings. Experience working officially or in a campaign capacity for an elected official. Knowledge or education in topics such as administrative support, office management, customer service, budgeting, project management, political science, social work, criminal justice, English, communication, human resources, or other field relatable to the job duties. Presentation skills, debate skills, and scholarly research skills. Ability to occasionally use personally owned vehicle or public transportation (costs reimbursable) to attend meetings taking place at non-courthouse locations.

**Job Duties:** Serve as the primary point of contact and gatekeeper for Milwaukee County Supervisory Districts 11 and 18. Answering phones, responding to emails, and working with walk-in constituent concerns. Maintain a database of constituent issues, contact histories, and solutions provided. Perform front-desk duties in a skilled and courteous manner. File and organize paper and electronic documents. Research legislative efforts. Develop a working understanding of Supervisors' policy positions in such a confident and comprehensive manner as to be able to speak on behalf of the Supervisors as a knowledgeable assistant. Attend committee and community meetings as an observer or as a representative of the Supervisory offices served. Bring about solutions for general constituent concerns while understanding the appropriate level of concern at which to directly and immediately involve the Supervisor or to recommend a policy change in action. This list is not all inclusive and the legislative assistant will be required to adapt to changing interests, priorities, and public service issues as they arise.

**How to Apply:** Write a letter of introduction including answers to the following questions: 1) What is your schedule availability? 2) Why are you interested in this position? 3) What current or recent Milwaukee County issues do you find of interest and why? 4) If it is not apparent on your resume, have you ever worked in a government office or for a political candidate or elected official – if yes, please identify and describe. Send cover letter and resume via a single email to both [Deanna.Alexander@MilwaukeeCountyWI.gov](mailto:Deanna.Alexander@MilwaukeeCountyWI.gov) and [Dan.Sebring@MilwaukeeCountyWI.gov](mailto:Dan.Sebring@MilwaukeeCountyWI.gov) . Call (414) 278-4259 with any questions about this position.