



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

FRONT DESK MANAGER

Position Description

Class Limited Term Employment (LTE)

Date January 27, 2017

Office Office of Governor Scott Walker

Title Front Desk Manager

Website walker.wi.gov

**Position
Description**

The Front Desk Manager is responsible for providing a positive first and last impression of the Office of the Governor. Working with all members of the Governor's Office as well as many state legislators and department officials, the holder of this position receives vast exposure to various segments of Wisconsin's state government.

Individuals in this position frequently graduate to staff positions within the Office of the Governor and other legislative and agency offices.

Duties and responsibilities:

- Support constituents over the phone, directing individuals to correct sources of information
- Guide agency representatives and Office visitors to their respective meetings
- Manage the Governor's Conference Room schedule, coordinating reservation requests by the Office and department officials
- Write congratulatory letters to constituents on behalf of the Office of the Governor
- Aid in the development of executive proclamations
- Receive contracts, letters and statements for Office staff

Qualifications Reception and office experience preferred

**Compensation
& Benefits** Hourly pay rate