



Administrative Assistant II – Health Part Time

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR IN AN ADMINISTRATIVE ASSISTANT II

We're seeking a detail-oriented, and customer-focused individual who thrives in a fast-paced environment. The ideal candidate will have strong communication skills, a knack for organization, and the ability to work independently while collaborating effectively with staff, clients, and external partners. Comfort with technology, especially in data entry and timekeeping systems, is essential.

WHAT YOU WILL DO AS AN ADMINISTRATIVE ASSISTANT II

Performs administrative and clerical tasks for the Jefferson County Women, Infants, and Children Program (WIC) at the Health Department.

This is a part time position working 4 days/ 32 hours per week.

We serve a diverse community, and bilingual (Spanish/English) skills are highly valued.

Preference may be given to applicants who can communicate effectively in both languages

SOME ESSENTIAL RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT II

You will be successful in this role by completing the following tasks and responsibilities:

- Provides excellent customer service by telephone, in person, and electronically, greeting the public in a friendly and professional manner, answering general questions or seeking out appropriate person(s) resources to answer questions.
- Provides information regarding the WIC program to potential participants and community partners. Assists with outreach for the program and maintains supply of outreach materials. Follows up with referrals to WIC and maintains referral database.
- Schedules participant's appointments verifies appointments and notifies participants of missed appointments and benefit issuances.

Requirements:

- One to two years related experience and/or training; or associate degree in related field; or equivalent combination of education and experience. High school diploma or equivalent required.
- CPR Certification

Preferred Requirements:

- Three years' related experience and/or training; or associate degree in related field and one-year relevant experience; or an equivalent combination of education and experience. High school diploma or equivalent required.
- Bilingual with English and Spanish language.

Wage & Benefits

The starting hourly wage range is \$20.34 - \$21.40 per hour depending on qualifications.

Full range extends to \$27.37 per hour.

The position also has access to the County's generous benefit package, including a current 6.5% match to the Wisconsin Retirement System.

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountymi.gov

Jefferson County is an Equal Opportunity Employer