



# Administrative Secretary

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 YOU WILL DO AS THE ADMINISTRATIVE SECRETARY

The Administrative Secretary coordinates and provides administrative support to the County Administrator, County Board, and Board Chair. Serves as important liaison between Administration Department and all other County Departments. Manages office and leads special projects as they arise.

## SOME ESSENTIAL RESPONSIBILITIES AS THE ADMINISTRATIVE SECRETARY

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

- Serves as an Executive Assistant to the County Administrator to coordinate special projects, schedule meetings, coordinate and maintain Administrator's calendar. Makes various clerical decisions in support of the County Administrator.
- Publishes official public notices in accordance with Wisconsin Open Meetings Law.
- Compiles and sends out employee newsletter. In collaboration with other Administration staff, manages and updates website and social media, works with information technology department for programming and web applications.
- Provides support to the County Board Chair and County Board Supervisors, creating and publishing agendas, distributing meeting information, taking committee minutes and coordinating calendars. Attends committee meetings to record and prepare minutes.
- Assists the County Administrator and Finance Director in the preparation of budget documents.

### Requirements:

High school diploma or equivalent required with four years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

### Preferred Requirements:

Seven years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

### Wage & Benefits

The starting hourly wage range is \$24.12 - \$26.89 per hour depending on qualifications.

### Benefit Highlights

Health insurance \* Health Insurance Opt Out Plan  
Dental & Vision insurance \* Wisconsin Retirement System  
Health Savings Account \* Deferred Compensation Program  
Group Life insurance \* Short- & Long-Term Disability

### Employees at Jefferson County Value

Competitive Pay \* Excellent Benefits  
Great Coworkers \* Flexibility  
Advancement & Opportunity \* Family Culture

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

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*