



Central Duplicating Clerk- 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

Jefferson County is seeking a motivated and detail-oriented individual to manage our Central Duplicating department. As the sole operator of this critical service, you will play a key role in supporting the County's departments by managing advanced printing equipment, overseeing office supply inventory, and coordinating special projects.

WHAT YOU WILL DO

The purpose of this position is to deliver efficient and accurate document production and clerical services by operating advanced printing equipment, managing projects, and supporting the needs of Jefferson County departments and municipalities.

SOME ESSENTIAL RESPONSIBILITIES

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

- Operates high-speed multifunction copiers and monitors performance for quality, notifying the vendor of any issues requiring maintenance or repair.
- Maintains a limited office supply inventory and orders paper and materials for special projects requested by County departments.
- Collaborates with municipalities to determine project needs, provide quotes, and ensure timely completion.
- Operates photocopiers, binding machines, and paper-cutting equipment, performing routine maintenance tasks.
- Reviews and proofs documents for accuracy in spelling, grammar, and formatting.
- Assembles newsletters, books, and other printed materials following production orders.
- Designs and creates professional materials, including stationery, business cards, posters, and other documents, adhering to branding guidelines.

Requirements:

- High school diploma or equivalent. A combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.
- Six months' experience in office setting, customer service, and/or printing/duplicating operations.
- Proficiency in Microsoft Office applications, including Word, Excel, Publisher, and Outlook.
- Strong multitasking and organizational skills.

Preferred Requirements:

- Experience in large-scale printing, duplicating, or related operations, including tasks such as collating, binding, and paper cutting.

Wage & Benefits

The hourly wage range is \$18.00 - \$23.15/hour. Pay will be established according to County Personnel Ordinance sections HR0300 Compensation.

Employees at Jefferson County Value

Competitive Pay, Excellent Benefits, Great Coworkers, Flexibility
Advancement & Opportunity and 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

Jefferson County is an Equal Opportunity Employer