



## **ADRC Administrative Assistant II**

Jefferson County Aging and Disability Resource Center's (ADRC) vision is to provide information and assistance to a diverse community where the elderly and people with disabilities are respected, healthy, and productive. Therefore, the agency has made it their mission to help clients of our County achieve their goals by providing them with comprehensive information so they can make informed decisions and advocacy support to ensure that they remain in charge of their lives.

The ADRC Administrative Assistant II will provide the ADRC with administrative support and respond to customer requests for general information about community resources and public benefit programs.

To be successful in this position, you will be focusing on the below responsibilities:

- Performs excellent customer service, in person, by telephone, and by email.
- Performs administrative tasks in the ADRC, including but not limited to developing, organizing, and maintaining filing systems for electronic, hard copy, and scanned documents; scheduling appointments; updating forms and brochures with current information; tracking ADRC calls in database and extracting data in report format.
- Provides information and referral, based on initial assessment of need, and follows-up as necessary.
- Updates website and databases with current and accurate resource materials
- Variety of other tasks and responsibilities necessary provided on job description posted

Starting Wage: \$19.17/hour

Hours: Monday through Friday; 40 hours per week

Benefits: Eligible for our excellent benefit package with details at the below link

[https://www.jeffersoncountywi.gov/departments/human\\_resources/pay\\_and\\_benefit\\_information.php](https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

### Qualifications Needed:

- High school diploma or equivalent with one to two years' experience and/or training required; or an Associate degree; or an equivalent combination of education and experience

### Qualifications Preferred:

- Three years related experience and/or training

Applications will be accepted as long as this position is posted. However, initial screening of applicants will begin: **June 1, 2023.**

Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Jefferson County Human Resources: 311 S. Center Ave., Jefferson, WI 53549.

*Jefferson County is an Equal Opportunity Employer*