



## **Administrative Assistant I – Fair Park**

**Part Time 19hr/week**

**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**

We are looking for a part-time (19 hours per week) dynamic and detail-oriented Administrative Assistant to be a key player of our operations at Fair Park! If you thrive in a fast-paced environment, love coordinating events, and enjoy keeping things organized, this is the perfect opportunity for you. As the go-to person for administrative support, you'll play a key role in ensuring smooth day-to-day operations, assisting with event logistics, and providing top-notch customer service.

### **WHAT YOU WILL DO**

The Fair Office Administrative Assistant I provides administrative and clerical support to enhance the operations of Fair Park events, including the annual County Fair.

### **SOME ESSENTIAL RESPONSIBILITIES**

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

- Delivers exceptional customer service, addressing inquiries via phone and in person, and directing specific queries to appropriate team members as necessary.
- Performs general office duties, including filing, photocopying, and mailing. Office clerks support all departments by ensuring smooth administrative operations.
- Helps in planning and executing public events and meetings, dealing with logistics, setting up venues, and providing information to attendees.
- Supports daily interactions and programming questions for Fair Park and Fair operation elements, including camping reservations and specific events.
- Performs regular communication with Fair Park stakeholders via email, phone and in-person meetings.
- Supports website content updates and digital marketing channels with new and relevant information.

### **Requirements:**

- 18 years or older required ability to successfully pass a criminal background check.
- Must have a valid driver's license
- Proven success in Microsoft Office Word and Excel programs.
- Proven success in customer service skills.

### **Preferred Requirements:**

- Previous experience performing administrative duties in an office setting.

### **Wage & Benefits**

We pay \$18.63 - \$20.61/ hour based on candidate's successful experience and qualifications.

**2026 Gold Certified Family Friendly Workplace**



### **Employees at Jefferson County Value**

**\*Competitive Pay\*Great Coworkers\*Flexibility\*Advancement & Opportunity\*Family Feel\***

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [jeffersoncountywi.gov](http://jeffersoncountywi.gov).

*Jefferson County is an Equal Opportunity Employer*