



# Administrative Assistant I

*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.*

## ABOUT HUMAN SERVICES DEPARTMENT OF JEFFERSON COUNTY

Jefferson County Human Services Department works diligently to make sure all citizens of the County can access effective and comprehensive human services in an integrated and efficient manner. The department has made it their mission to enhance the quality of life for individuals and families living in Jefferson County by addressing their needs in a respectful manner and enable citizens receiving services to function as independently as possible, while acknowledging their cultural differences.

## WHAT YOU WILL DO

The department is seeking a customer service-oriented Administrative Assistant to provide essential administrative and clerical support.

## SOME ESSENTIAL RESPONSIBILITIES

With great communication and attention to detail skills, you will be successful in this position by completing the below key tasks and responsibilities but not limited to the following tasks:

- Answer telephones and give information to callers, take messages and/or transfer calls appropriately.
- Greet the public, answer general questions, meter mail, collate and distribute mail, and order supplies. Prepare communication, such as memos, emails, invoices, and other correspondence. Provide administrative support to ensure efficient operation of the office. Provide on-going assistance and back-up to the Medical Records Clerk and Medical Assistant.
- Create, maintain, and enter information into databases and use computers for various applications.
- Receive, screen, and direct incoming crisis calls, and walk-ins. Obtain information for Emergency Mental Health workers that is conducive to assist the individual in crisis.
- Schedule consumer appointments and maintain various clinic calendars electronically for a variety of divisions within the Human Services department.

## Requirements:

- High school diploma or equivalent
- One year of general office experience

## Preferred Requirements:

- Associates degree
- One to two years of general office experience

## WAGE & BENEFITS

\$18.63 - \$20.61/ hour based on successful experience and qualifications.

## BENEFIT HIGHLIGHTS

\* Health insurance\* Health insurance Opt Out Plan \* Dental & Vision insurance\*  
\* Life insurance\* Wisconsin Retirement System\* Health Savings Account \* Deferred Compensation Program\*

## EMPLOYEES AT JEFFERSON COUNTY VALUE

\*Competitive Pay\* Excellent Benefits\* 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

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

*Jefferson County is an Equal Opportunity Employer*