



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.
- 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.
- Proven success in Microsoft Office Word and Excel programs.
- Proven success in customer service skills.

Preferred Requirements:

- Previous experience in office-setting.

Wage & Benefits

The starting hourly wage range \$17.99 - \$18.93 per hour depending on qualifications.

Full range extends to \$23.15 per hour

Benefit Highlights

Paid Vacation, Health insurance

Health insurance Opt Out Plan

Dental & Vision insurance

Life 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

Jefferson County is an Equal Opportunity Employer