



Administrative Assistant II - Sheriff

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 THE SHERIFFS OFFICE AT JEFFERSON COUNTY

Jefferson County Sheriff's Office promotes a criminal justice system that balances the protection of life, liberty, and property of the community with the rights and privileges of the individual, and to make choices that are consistent with the pursuit to fashion a credible, professional law enforcement agency, engraving the mark of excellence upon all acts and decision.

WHAT YOU WILL DO AS ADMINISTRATIVE ASSISTANT II

The purpose of this position is to provide administrative support and record management for all sworn officers. Administrative Assistants may move between divisions from administration, patrol, jail, to criminal investigations, or special drug task force unit.

SOME ESSENTIAL RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT II

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

- Runs criminal histories, driving records, and vehicle registration information from Wilenet through the State of Wisconsin for officers and for charging documents which are given to the District Attorney's Office.
- Oversee the social media accounts at the Sheriff's Office. This includes adding content, updates, review of grammar for Press Releases and annual reports.
- Transcribes investigative and arrest reports from sworn officers. Enters all information from case files into CIS (Criminal Information Systems) and State system to include individuals, vehicles, evidence, and appropriate state statutes for the offenses. Tracks and updates various logs
- Manages the officers' monetary confidential fund accounts and creates an accounting report that is submitted to the State for expenditure.

Requirements of the Administrative Assistant II:

- High school diploma or equivalent required, with two years related experience and/or training; or associate's degree; or equivalent combination of education and experience.
- **Background Check:** The successful candidate will be required to submit fingerprints as part of an FBI criminal background check, pass an Agency Background investigation, and complete Security Awareness Training.

Preferred Requirements of the Administrative Assistant II:

- Three years related experience and/or training; or associate's degree and one-year experience; or an equivalent combination of education and experience.

Wage & Benefits

\$20.34 - \$21.40/ hour based on experience and qualification.

Potential to earn up to \$27.37 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 *

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

Jefferson County is an Equal Opportunity Employer