



# Administrative Assistant II

*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 seeking a detail-oriented professional to provide vital administrative support to the District Attorney's Office. The ideal candidate will be skilled in teamwork, data entry, customer service, prioritizing tasks, scheduling, and clear communication to help ensure the smooth and timely handling of legal matters.

## WHAT YOU WILL DO

The purpose of this position is to perform administrative support tasks for the Jefferson County District Attorney's Office.

## SOME ESSENTIAL RESPONSIBILITIES

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

- Evaluates, filters, and prioritizes case file information and provides excellent customer service to all case parties that request case file information and to the general public, while protecting privacy, sensitive or confidential information.
- Accurately receives, enters and modifies data from a variety of sources into the State computer database; enters criminal and civil referrals from law enforcement, child support, juvenile, sex offender registry, Department of Agriculture and other referrals in a timely and accurate manner; advanced knowledge of what path that information will take, what it will affect, how it will be used.
- Drafts correspondence such as emails and memos.
- Communicates with various law enforcement personnel and the Courts to determine who is detained and will appear for Intake; assures that appropriate paperwork is in order.
- Variety of other tasks necessary

## Requirements:

- High School diploma or equivalent
- Valid Driver's license

## Preferred Requirements:

- One to two years' experience and additional education/Associate's degree
- Office experience and working knowledge of Microsoft Word, Outlook and Excel
- Knowledge of legal terminology

## Wage & Benefits

The starting hourly wage range is \$21.06 - \$22.72 per hour depending on qualifications.

## Benefit Highlights if Full Time

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

## 2026 Gold Certified Family Friendly Workplace

## 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 [jeffersoncountywi.gov](http://jeffersoncountywi.gov).

*Jefferson County is an Equal Opportunity Employer*