



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.

ABOUT HUMAN SERVICES BEHAVIORAL HEALTH OF JEFFERSON COUNTY

Jefferson County's Human Services Behavioral Health Division serves Jefferson County residents who are experiencing mental health and substance use concerns. The Division is committed to delivering evidence-based practices and providing person-centered, recovery-focused services.

WHAT YOU WILL DO

The purpose of this position is to provide a wide range of mid-level administrative and office support activities for the Integrated Behavioral Health Outpatient Clinic to facilitate efficient operations to best meet the needs of the clients and/or consumers.

SOME ESSENTIAL RESPONSIBILITIES

- Communicates directly with consumers to assist in problem-solving issues related to enrollment and coordination of care, as well as processing referrals.
- Facilitates Open Access enrollment and coordinates with various departments within the agency to ensure timely and accurate enrollment for consumers.
- Coordinates with team members across the agency to advance the facilitation of clinic care and treatment of consumers.
- Schedules appointments and maintains calendars essential for meeting critical deadlines and timeframes.
- Performs general clerical and customer service duties such as answering phones, greeting the public, answering general questions, processing mail and ordering supplies.
- Creates, updates, and completes a variety of documents, including memos, letters, forms and reports.

Requirements:

- High school diploma or equivalent with one to two years' experience and/or training required; or an Associate degree; or an equivalent combination of education and experience

Preferred Requirements:

- Three years' related experience and/or training

Wage & Benefits

\$21.06 - \$22.72/ hour based on successful experience and 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 jeffersoncountywisc.gov.

Jefferson County is an Equal Opportunity Employer

