



Administrative Assistant II - ADRC

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 OF JEFFERSON COUNTY

Jefferson County Human Services department strives to make sure all citizens have the opportunity to access effective and comprehensive human services in an integrated and efficient manner, in order to enhance the quality of life for individuals and families living in Jefferson County. Jefferson County Aging and Disability Resource Center's (ADRC) vision is to provide information and assistance to a diverse community where the elderly and people with disabilities are respected, healthy, and productive.

WHAT YOU WILL DO

The ADRC team seeks a detail oriented and organized Administrative Assistant II to provide the ADRC with administrative support and respond to customer requests for general information about community resources and public benefit programs.

SOME ESSENTIAL RESPONSIBILITIES

To be successful in this position, you will be focusing on the below responsibilities:

- Performs excellent customer service, in person, by telephone, and by email.
- Performs administrative tasks in the ADRC, including but not limited to developing, organizing, and maintaining filing systems for electronic, hard copy, and scanned documents; scheduling appointments; updating forms and brochures with current information; tracking ADRC calls in database and extracting data in report format.
- Provides information and referral, based on initial assessment of need, and follows-up as necessary.
- Updates website and databases with current and accurate resource materials
- Variety of other tasks and responsibilities necessary provided on job description posted

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 Details

We pay \$20.65 - \$22.84/ hour based on candidate's successful experience and qualification.

Benefits

- * 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 Feel *

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov. Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application. *Jefferson County is an Equal Opportunity Employer*