



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 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.

WHAT YOU WILL DO

The Administrative Services team seeks a detail oriented and organized Administrative Assistant II to provide a wide range of administrative and office support activities in order to facilitate efficient operations to best meet the needs of their clients.

SOME ESSENTIAL RESPONSIBILITIES

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

- Updates, maintains, files, and scans medical records.
- Verifies authorizations in accordance with the agency policy and procedures and state and federal laws.
- Releases medical records in accordance with department policy and Federal and State regulations, ensuring validity, redaction accuracy, and applicable fees.
- Creates invoices for medical record release requests.
- Maintains the closed files and follows state statutes regarding the destruction of records once it has passed the retention period.
- Performs general clerical and customer service duties such as answering phones, greeting the public, answering general questions and processing mail.
- Prepares files for APNP appointments.
- Collects and maintains telehealth and medication consents and other required agency documents.

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
- Experience with redaction of medical records. Experience with releasing of medical records.

Preferred Requirements:

- Three years related experience and/or training.

Wage & Benefits

We pay \$21.06 - \$22.72/ hour based on candidate successful experience and qualification.

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.

Jefferson County is an Equal Opportunity Employer

