



# ***Administrative Assistant II (Part Time)***

**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 IN THE ADMINISTRATIVE ASSISTANT II**

We are seeking a detail-oriented professional to provide vital administrative support to the Family Court system. The ideal candidate will be skilled in recordkeeping, scheduling, and clear communication to help ensure the smooth and timely handling of mediation and custody matters.

***Administrative Assistant II is a part-time position, working 19 hours a week.  
Your pick of 3 days. Flexible, easy, and made to fit your schedule***

## **WHAT YOU WILL DO AS ADMINISTRATIVE ASSISTANT II**

This position provides administrative support for mediation and custody studies within the Family Court system. The role ensures accurate recordkeeping, efficient scheduling, and timely communication with participants, court officials, and staff to support the effective and timely processing of family law matters.

## **SOME ESSENTIAL RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT II**

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

- Answers telephone calls, provides information to callers, transfers calls, or takes messages.
- Schedules initial mediation sessions and custody interviews based on calendars and staff direction.
- Maintains calendars for the Mediator and Custody Evaluator.
- Prepares, organizes, and maintains mediation and custody study files—both physical and electronic.
- Scans and electronically files all documents related to mediation and custody studies.
- Tracks and monitors key deadlines, including mediation agreements, custody study due dates, extensions, and filing dates.

## **Requirements:**

- High School diploma or equivalent
- Two years administrative experience
- Associate's degree, technical diploma, or completion of relevant coursework or certificate programs in administrative support, legal studies, or a related field.
- Three years' administrative experience requiring a high degree of confidentiality, accuracy, and demonstrated professionalism in interactions with the public.
- Must pass a criminal background check.
- May be required to sign a confidentiality agreement or oath of office.

### ***Wage & Benefits***

The starting hourly wage range is \$20.34 - \$21.95 per hour depending on qualifications.

Full range extends to \$27.37 per hour.

### ***Employees at Jefferson County Value***

Competitive Pay

Great Coworkers

Flexibility

Advancement & Opportunity

Family Culture

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*