

Jefferson County
Position Description

Name:**Department:** Administration**Position Title:** Administrative Secretary**Pay Grade:** 5**FLSA:** Non-Exempt**Date:** November 2025**Reports to:** County Administrator

Purpose of Position

Coordinates and provides administrative support to the County Administrator, County Board, and Board Chair. Serves as important liaison between Administration Department and all other County Departments. Manages office and leads special projects as they arise.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as an Executive Assistant to the County Administrator to coordinate special projects, schedule meetings, coordinate and maintain Administrator's calendar. Makes various clerical decisions in support of the County Administrator.
- Publishes official public notices in accordance with Wisconsin Open Meetings Law.
- Compiles and sends out employee newsletter. In collaboration with other Administration staff, manages and updates website and social media, works with information technology department for programming and web applications.
- Provides support to the County Board Chair and County Board Supervisors, creating and publishing agendas, distributing meeting information, taking committee minutes and coordinating calendars. Attends committee meetings to record and prepare minutes.
- Assists the County Administrator and Finance Director in the preparation of budget documents.
- Processes credit card statements, prepares invoices for payment and journal entries for multiple accounts. Serves as purchasing coordinator for Administration Department. Ensures suite has necessary supplies.
- Coordinates logistics for important county events such as Youth Government Day and Legislative Breakfast.
- Assists Human Resources Department with various tasks, particularly planning employee appreciation picnic and leading on various staff recognition / employee retention items.
- Reviews record retention schedule to ensure documents are kept or destroyed, as needed.
- Provides excellent customer service, greeting and directing the public, answering and routing phone calls and responding to general county-wide questions and concerns.
- Assists with other projects as they arise.
- Identifies and implements process improvements to enhance office workflow.

- Manages recurring events such as annual report presentations, board/committee appointments, meeting agenda development, and board orientation, and performs consistent program evaluation to ensure efficient workflow.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Organizes departmental events such as training sessions, recognition ceremonies, or public informational sessions.
- Conducts and supports research activities that are not critical but can help in developing new programs or refining existing ones.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required with four years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Seven years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Knowledge of budget management, procurement, financial reporting, and grant compliance in a government or legal environment. This includes the ability to monitor expenditures, prepare budget reports, and make cost-effective decisions.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.

- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Skill in handling public inquiries, complaints, and regulatory concerns with professionalism and discretion.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date