



Administrative Specialist I- Compliance

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 THE HUMAN SERVICES COMPLIANCE OF JEFFERSON COUNTY

Jefferson County Human Services Department works diligently to make sure all citizens of the County can access effective and comprehensive human services in an integrated and efficient manner. The department has made it their mission to enhance the quality of life for individuals and families living in Jefferson County by addressing their needs in a respectful manner and enable citizens receiving services to function as independently as possible, while acknowledging their cultural differences.

WHAT YOU WILL DO AS ADMINISTRATIVE SPECIALIST I

You'll provide a wide range of mid-level administrative and office support activities for the Compliance program. We are looking for someone who is extremely organized and attentive to detail because this position's key element is monitoring and reviewing data to ensure accuracy and timeliness. The ideal candidate will be a team player who is adaptable and dependable.

SOME ESSENTIAL RESPONSIBILITIES OF THE ADMINISTRATIVE SPECIALIST I

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

- Monitors and reviews case notes, ensuring accuracy of documentation and quality assurance for billing.
- Completes utilization reviews of files and communicates log entries to appropriate personnel for case management
- Participates in program audits and reviews, provides data and information requested. Audits files to ensure paperwork is completed and correct for billing purposes.
- Maintains several databases by accurately performing computer data entry, including maintaining master directories such as client lists and consumer medications lists.
- Sets up, organizes, and maintains files, which may include opening and closing files as well as ensuring proper documents are included in the file.
- Maintains knowledge of Administrative Rules, Medicaid Handbook, and OIG findings, interpreting and applying information when tracking status of cases.
- In our team-oriented environment, the Compliance department actively collaborates with multiple divisions across the agency to support unified goals and regulatory consistency
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Requirements:

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

Preferred Requirements:

- Three years related experience and/or training; or an Associate degree and one year experience; or an equivalent combination of education and experience.



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Wage & Benefits

\$22.34 - \$24.90/ hour based on 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