



Chief Deputy Treasurer / Administrative Specialist 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.

WHAT WE ARE LOOKING FOR

Jefferson County is looking for a full-time, shared role in the Treasurer's Office and Land Information Office. This is a unique opportunity to support two vital county offices. We are looking for someone who would thrive in this shared type of environment and work in a collaborative and supportive team environment.

WHAT YOU WILL DO AS CHIEF DEPUTY TREASURER & ADMINISTRATIVE SPECIALIST II

The successful candidate will divide their time between:

- **Treasurer's Office (Chief Deputy Treasurer duties):**
Supporting the Treasurer and Assistant Deputy Treasurer with property tax collection, financial recordkeeping, reconciliations, settlements, reporting, and providing customer service to taxpayers and municipalities.
- **Land Information Office (Administrative Specialist I duties):**
Assisting in processing, recording, and maintaining real estate and vital records; reviewing and indexing legal documents; handling customer inquiries; and ensuring compliance with statutory requirements.

SOME ESSENTIAL RESPONSIBILITIES OF THE CHIEF DEPUTY TREASURER

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

- Performs the duties of the Treasurer in their absence per Wisconsin Statutes and attends meetings on their behalf.
- Assists with tax settlements with local treasurers.
- Provides information to abstract companies and municipal officials regarding real estate taxes, lottery tax credits, delinquent taxes, and assessments.
- Receives and posts tax payments and revenues from other County Departments.

SOME ESSENTIAL RESPONSIBILITIES OF THE ADMINISTRATIVE SPECIALIST II

- Assists the Real Property Lister in maintaining and updating countywide parcel mapping and land records databases.
- Assists with the recording and indexing of land-record documents (e.g. plat of surveys).
- Provides information to abstract companies and municipal officials regarding real estate taxes, lottery tax credits, delinquent taxes, and assessments.
- Ensures office procedures comply with federal, state, and county laws, ordinances, rules, and regulations, including confidentiality requirements.

Requirements:

- Two to three years of related experience; or
- Associate's degree and one-year related experience; or
- An equivalent combination of education and experience.

Preferred Requirements:

- Experience in government, legal, financial, or records management settings.
- Strong attention to detail and accuracy in financial and document processing.
- Ability to interpret statutes, legal documents, and property descriptions.
- Notary Public certification (preferred for Register of Deeds work).

Other Requirements – Certificates/Licensures

- Must pass a criminal background check.
- Must be bondable and maintain deputized status in both offices.
- May be required to sign confidentiality agreements or oath of office.



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Wage & Benefits

Wage is \$24.12-\$26.89 per hour.

Benefit Highlights

Paid Vacation * Health insurance
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 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

Jefferson County is an Equal Opportunity Employer