



## **Fair Park Office Assistant- Seasonal- 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.*

### **ABOUT THE FAIR PARK OF JEFFERSON COUNTY**

Jefferson County Fair Park provides a county owned facility for all citizens where young and old can gather to display their talents, accomplishments and celebrate their cultures; thereby promoting education, entertainment, and economic growth in Jefferson County.

### **WHAT YOU WILL DO**

The purpose of this position is to assist with office and clerical tasks in preparation for, during, and after the annual County Fair. This position is part time and offers 20 hours per week.

### **SOME ESSENTIAL RESPONSIBILITIES**

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

- Provides friendly customer service on the phone and in person. Answers general questions and refers to Fair Office when necessary.
- Proofs and enters Fair entries.
- Attends Superintendent meetings.
- Travels throughout the County distributing marketing materials.
- Assists with department set-up, take-down and storage.
- Hands out, reviews and assists with the processing of judging sheets, confirm award winners and enter judging results.
- Distributes supplies and performs inventory following the Fair

#### **Requirements:**

- Proficient in Microsoft Word and Excel.
- Deliver excellent customer service.
- Knowledge of Fair and Agricultural.
- Valid driver's license

#### **Preferred Requirements:**

- Experience showing at a fair.

### **Wage & Benefits**

We pay \$15.00 / hour.

### **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](http://jeffersoncountywi.gov). Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

*Jefferson County is an Equal Opportunity Employer*