



Office Manager

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 HUMAN SERVICES DEPARTMENT 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

The department is seeking an individual who will heavily support administrative coordination for the overall operations of Human Services and supports various human resources functions to support departmental objectives.

SOME ESSENTIAL RESPONSIBILITIES

With great communication and attention to detail skills, you will be successful in this position by completing the below key tasks and responsibilities but not limited to the following tasks:

- Supervises Administrative Assistants, including those focused on Medical Records and those providing assistance to the Medical Director, Psychiatrists, and APNP's.
- Develops and implements administrative procedures. Arranges and conducts administrative team meetings.
- Provides administrative support to Director, Deputy Director, and Administrative Division Manager. Prepares documents (agendas, program information, letters, memos, meeting minutes, etc.) for Human Services Board members.
- Serves as purchasing coordinator for human services; processes all purchase requests, ensuring they comply with County and Department purchasing rules; monitors and purchases all supplies.
- Orients new Human Services employees to specific Human Services Department policies, ensuring every employee is compliant with required compliance and other trainings

Requirements:

- An associate's degree or a minimum of four years related experience and/or training; or an equivalent combination of education and experience.

Preferred Requirements:

- A bachelor's degree from a college or university and a minimum of four years related experience and/or training

WAGE & BENEFITS

Starting wage is \$33.74 - \$37.60 per hour based on successful experience and qualifications.

BENEFIT HIGHLIGHTS

- * 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 www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer