



Administrative Assistant – Family Court Services **(Part-time)**

Family Court Services, a division of the Jefferson County Clerk of Courts, conducts mediation, conducts legal custody and physical placement studies, and instructs the parent education course for separating parents as mandated by statute. The goal of these services is to assist parents in reaching mutually acceptable decisions about legal custody and physical placement of the minor children.

Family Court Services is hiring a part-time Administrative Assistant to perform administrative and clerical support functions.

With excellent organization and attention to detail, you will be a successful customer-focused Administrative Assistant while completing the below key tasks and responsibilities:

- Answering phones and providing accurate information to callers
- Creating, maintaining, and entering information regarding mediation and custody studies into databases
- Generating and distributing correspondence to relevant parties, including appointment letters and requests for documents
- Operating office equipment and arranging for repairs when needed
- Maintaining electronic appointment calendar for mediator and custody study evaluator
- Providing excellent customer service and routinely communicate with Family Court Commissioners and Commissioner Assistant
- Setting up and maintaining databases and information on mediation sessions; scanning all mediation documents and maintaining electronic mediation files; scanning all custody study files and maintaining electronic study files.
- Tracking and organizing information regarding attendees for parent education course, verifying participant's attendance, and preparing certification of completion for attendees
- Variety of other tasks needed

Starting wage: \$18.34/hour

Hours: 19 hours/week; Monday through Friday with flexibility between the hours of 8am and 4:30pm

Qualifications Needed:

- High school diploma or equivalent
- Three years' experience

Qualifications Preferred:

- Associate's degree

Applications will be accepted until this position is filled; however, initial screening of applicants will begin **December 21st, 2021.**

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer