



Administrative Assistant I

Jefferson County Human Services is home to the Children's Long Term Support (CLTS) Waiver Program that provides Medicaid funding for children who have substantial limitations in their daily activities, and need support to remain in their home or community. Children eligible for the program have developmental disabilities, severe emotional disabilities, and/or physical disabilities.

The CLTS department is in need of a customer serviced focused Administrative Assistant to provide administrative and clerical support for the department.

With great communication and attention to detail skills, you will be successful in this position by completing the below key tasks and responsibilities related to CLTS charts and appointments including:

- Answer telephones and give information to callers, take messages and/or transfer calls appropriately.
- General duties related to management of CLTS charts and appointments
- Monitoring, filing, and sorting notes
- Matching contracts to all service documents
- Preparing for surveys
- Create, maintain, and enter information into databases and use computers for various applications.
- Provide administrative support to ensure efficient operation of the office.
- Variety of other tasks necessary explained on the posted job description.

Starting wage: \$16.22/hour: 40 hours/week

Benefits: eligible for our excellent benefit package with details at the below link

(https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

Requirements:

- High school diploma or equivalent
- One year of general office experience

Preferred Qualifications:

- Associates degree
- One to two years of general office experience

Applications will be accepted until this position is filled; however, initial screening of applicants will be **April 22, 2022.**

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