



Program Assistant **(Emergency Management/Sheriff Department)**

Jefferson County Emergency Management and Sheriff departments work together to complete each of their missions by working with individuals, families, municipalities and first responders with providing preparedness information, training and logistics to assist them in preparing for, responding to, and recovering from a disaster or emergency while also promoting a criminal justice system that balances the protection of life, liberty, and property of the community within the rights and privileges of the individual and to make choices that are consistent with their pursuit to fashion a credible, professional law enforcement agency, engraving the mark of excellence upon all acts and decisions.

In order for each department to run efficiently, Jefferson County is currently hiring a full-time Program Assistant that will perform administrative support tasks for both Emergency Management and the Sheriff Department.

With excellent attention to detail, organization, and communication skills, you will be successful in this role by completing the below key tasks and responsibilities:

- Ensure compliance with County, State, and Federal laws, rules, and regulations
- Monitor department expenses and revenues, prepare monthly expense and revenue report, track financial records of plan of work grants, and file and maintain accurate records
- Respond to Emergency Management inquiries and/or complaints from customers or other parties and take appropriate action to resolve issues
- Maintain knowledge of laws regulating open records and the release of information under the open record request and laws
- Transcribe digital reports and reviews and routes accordingly
- Assemble finished legal documents including fact sheets, court referrals, and witness statements
- Variety of other tasks needed for each department, with details included on the posted job description

Starting wage: \$18.52/hour

Hours: 40 hours/week; split between Emergency Management and Sheriff Department

Benefits: Eligible for competitive benefit package with details listed at the below link (https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

Qualifications Needed:

- High school diploma or equivalent required
- Two to three years' related experience and/or training

Qualifications Preferred:

- Four years' experience

Applications will be accepted until this position is filled, however, initial screening of applicants will begin July 13, 2020.

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