

## JACKSON COUNTY PERSONNEL DEPARTMENT

JACKSON COUNTY COURTHOUSE  
Phone (715) 284-0216

307 MAIN STREET – 2<sup>nd</sup> FLOOR  
Fax (715) 284-0269

BLACK RIVER FALLS, WI 54615  
Email: [geri.allen@co.jackson.wi.us](mailto:geri.allen@co.jackson.wi.us)

**TAM K. BURGAU**  
Personnel Director

**GERI ALLEN**  
Personnel Assistant

### **POSITION: – ADMINISTRATIVE ASSISTANT - CONFIDENTIAL**

This application packet contains the following materials:

- *Jackson County Job Application*
- *Job Description*
- *Benefit Sheet*

**The following materials must be complete and returned to be considered for employment:**

- \* Jackson County Job Application
- \* Resume

**Application materials are due no later than March 26, 2010**

### **NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

To: Geri Allen  
Personnel Department  
307 Main Street – 2<sup>nd</sup> Floor, BRF Courthouse  
Black River Falls, WI 54615  
715-284-0216

[geri.allen@co.jackson.wi.us](mailto:geri.allen@co.jackson.wi.us) (Email To Request Materials Only: include name and full address)  
[www.co.jackson.wi.us](http://www.co.jackson.wi.us)

The selection of the successful candidate will be made by assessment of experience, education, and background; oral interview; background check; review of references; and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

Wisconsin Statutes, Sections 19.36 (7), 64.09 (5), and 64.11 (7) require public employers to treat the following items as public record: Each applicant's application, records, recommendations, and qualifications except as provided in Section 19.36 (7), Wis. Stats., which allows the identity of an application to remain confidential if the applicant requests in writing that the County not provide access to this information.

If you choose not to have this information become public record, you must make such a request as provided for in the Jackson County Application for Employment. If you become a finalist for the position, your identity may be disclosed as required by law.

Jackson County will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Personnel Department at (715) 284-0215 to request accommodations prior to the application deadline.

**Thank you for your interest in employment with Jackson County**

# JACKSON COUNTY APPLICATION FOR EMPLOYMENT

Rev: 09/2009

Jackson County Personnel Department  
2<sup>nd</sup> Floor – Courthouse, 307 Main Street  
Black River Falls, WI 54615

715-284-0216  
Fax 715-284-0269

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a medical condition or handicap or any other legally protected status which is not a bona fide occupational qualification.

DATE \_\_\_\_\_ POSITION APPLYING FOR Administrative Assistant – Confidential

## PERSONAL INFORMATION

NAME	FIRST	MIDDLE	LAST
ADDRESS			
CITY, STATE, ZIP			
PHONE NUMBER		CELL PHONE NUMBER	
WORK (ALTERNATE) NUMBER			
SOCIAL SECURITY NUMBER			
EMAIL ADDRESS (PLEASE PRINT LEGIBLY)			
DRIVER'S LICENSE NUMBER			STATE
COMMERCIAL DRIVER'S LICENSE (CDL) (Only Provide If A CDL Is Required For The Position That You Are Applying For)			
Do you currently have a CDL? YES___ NO___ List Endorsements _____			

## QUESTIONS REGARDING EMPLOYMENT

Have you ever applied for employment with Jackson County in the past?	YES___ NO___
Have you ever been employed with Jackson County?	YES___ NO___
Are you currently employed?	YES___ NO___
May we contact your present employer?	YES___ NO___
Are you related to any person in the department in which you are applying?	YES___ NO___
Have you ever been discharged or asked to resign?	YES___ NO___
If yes, please explain _____	
_____	

**JACKSON COUNTY IS AN EEO/AA/ADA EMPLOYER**

**JACKSON COUNTY COMPLIES WITH DRUG TESTING**

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**EMPLOYMENT RECORD**

This information is required in addition to your resume. Include military experience if job related.

**List employment beginning with present or last job.  
Please list all jobs since high school. Use additional sheets if necessary.**

Company Name _____	Address _____
City _____	State _____ Zip Code _____ Phone _____
Job Title: _____	Supervisor: _____
Specific Duties: _____ _____ _____	
Reason for Leaving: (If currently working, why do you want to leave?) _____ _____	
Dates Employed (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____	

Company Name _____	Address _____
City _____	State _____ Zip Code _____ Phone _____
Job Title: _____	Supervisor: _____
Specific Duties: _____ _____ _____	
Reason for Leaving: (If currently working, why do you want to leave?) _____ _____	
Dates Employed (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____	

Company Name _____	Address _____
City _____	State _____ Zip Code _____ Phone _____
Job Title: _____	Supervisor: _____
Specific Duties: _____ _____ _____	
Reason for Leaving: (If currently working, why do you want to leave?) _____ _____	
Dates Employed: (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____	

**JACKSON COUNTY COMPLIES WITH DRUG TESTING**

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Specific Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: (If currently working, why do you want to leave?) \_\_\_\_\_  
 \_\_\_\_\_  
 Dates Employed: (Mo/Yr): \_\_\_\_\_ thru (Mo/Yr): \_\_\_\_\_ Salary: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

**Be sure to attach additional sheets if necessary to provide complete employment history.**

**MILITARY SERVICE**

Branch of Service	Month/Year Served		Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty
	From:	To:			

List Special schools attended/skills acquired during military service:

\_\_\_\_\_

\_\_\_\_\_

**List Education, Certificates and Degrees**

Name of High School or GED Educational Facility	Graduation Year	Title of Degree
_____	_____	_____

Name of College or Higher Education Facility	Graduation Year	# Credits Received	Title
_____	_____	_____	_____
_____	_____	_____	_____

List any other additional Licenses/Certifications	Certificate	Date
_____	_____	_____
_____	_____	_____

**JACKSON COUNTY COMPLIES WITH DRUG TESTING**

**REFERENCE FORM**

**Applicant Name** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**May we contact your present employer if you are a final candidate? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Please list persons who may have knowledge concerning your qualifications for this position. Your references will be contacted only if you are a final candidate for the position.

**DO NOT INCLUDE RELATIVES, SOCIAL FRIENDS, OR CLERGY**

**REFERENCE INFORMATION**

<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Title - Position</b>	
<b>Daytime Phone</b>	

<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Title - Position</b>	
<b>Daytime Phone</b>	

<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Title - Position</b>	
<b>Daytime Phone</b>	

**JACKSON COUNTY COMPLIES WITH DRUG TESTING**

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

All information provided and statements made are subject to verification. Falsification of Information provided on this application may be grounds for not employing you at Jackson County or for dismissal after you begin work.

**CERTIFICATION**

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION ARE COMPLETE, ACCURATE, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

I FURTHER UNDERSTAND THAT I MAY BE ASKED TO UNDERGO A PRE-EMPLOYMENT EXAMINATION, INCLUDING SUBSTANCE ABUSE SCREENING, PRIOR TO APPOINTMENT OF A POSITION WITH JACKSON COUNTY. REFUSAL TO PARTICIPATE WILL RESULT IN THE REJECTION OF MY APPLICATION.

Under the provisions of Section 19.36, Wisconsin Statutes, I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

**AUTHORIZATION FOR RELEASE OF INFORMATION  
FOR EMPLOYMENT WITH JACKSON COUNTY**

I authorize pertinent companies, schools, agencies, municipalities or persons to give Jackson County any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with Jackson County including a check on my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any good faith result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

\_\_\_\_\_  
PRINT Name Clearly

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

**JACKSON COUNTY COMPLIES WITH DRUG TESTING**

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

It is practice of Jackson County to consider all applicants for employment regardless of race, color, creed, sex, age, national origin or other protected status.

To assist Jackson County with compliance of Federal and State Equal Employment Opportunity (EEO), record keeping, reporting, and other legal requirements, please answer the questions below.

THIS PRE-EMPLOYMENT INFORMATION IS ANONYMOUS AND WILL BE SEPARATED FROM YOUR APPLICATION AT THE TIME YOUR APPLICATION IS RECEIVED AND IT WILL BE KEPT CONFIDENTIAL IN A FILE SEPARATE FROM THE ATTACHED APPLICATION FOR EMPLOYMENT.

**DISCLOSURE OF THIS INFORMATION IS ENTIRELY VOLUNTARY**

**POSITION APPLIED FOR: Administrative Assistant – Confidential**

DATE OF BIRTH: _____	AGE: _____
SEX: MALE: _____	FEMALE: _____
DO YOU IDENTIFY YOURSELF AS HANDICAPPED FOR WISCONSIN FAIR EMPLOYMENT/EQUAL OPPORTUNITY PURPOSES?	
YES: _____ NO: _____ NOT SURE: _____	
RACE (ETHNIC GROUP):	WHITE: _____ (NOT OF HISPANIC ORIGIN) BLACK: _____ (NOT OF HISPANIC ORIGIN) HISPANIC: _____ NATIVE AMERICAN: _____ ASIAN: _____
MARITAL STATUS:	MARRIED: _____ SINGLE: _____ DIVORCED: _____ SEPARATED: _____ WIDOWED: _____
VETERAN STATUS:	VIETNAM ERA VETERAN: _____ DISABLED VETERAN: _____

**WHERE DID YOU LEARN ABOUT THIS EMPLOYMENT OPPORTUNITY?**

- BANNER JOURNAL and/or SHOPPER \_\_\_\_\_
- CHRONICLE \_\_\_\_\_
- LA CROSSE TRIBUNE \_\_\_\_\_
- EAU CLAIRE LEADER TELEGRAM \_\_\_\_\_
- INTERNET \_\_\_\_\_
- FRIEND \_\_\_\_\_
- OTHER \_\_\_\_\_

# FOR INFORMATIONAL PURPOSES ONLY

Jackson County Job Description

## Department of Health and Human Services

**JOB TITLE: Administrative Assistant - Confidential**

Reports To: Financial Services Manager

Representation: Non-Union;  
Board

FLSA Status: Exempt

Prepared By/Date: DHHS 1/08

Approval/Date: 3/08 Personnel/County

### POSITION SUMMARY

Under the general supervision of the Financial Services Manager performs a variety of fiscal and clerical duties that call for knowledge of agency policy and procedures. Requires the exercise of independent judgment in carrying out responsibilities. This position will provide administrative support to the Director and Division Managers in personnel, confidential, program specific and client rights matters.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities that are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Provides varied fiscal and clerical tasks
- Receives, logs, and posts data to manual and computerized systems
- Reviews records for accuracy. Identifies and corrects errors.
- Provides information to management and staff on financial activities and records.
- Compiles, calculates, and tabulates statistical data
- Assists with the preparation of financial reports and analyses.
- Maintains various database and spreadsheet systems for tracking fiscal data
- Maintains various database and spreadsheet systems for tracking client and personnel data;
- Maintains physical and electronic records and files
- Gathers and consolidates data from various sources into reports
- May perform general agency typing, word processing, dictation, transcription, and reception
- Serve as DHHS HIPAA Security Officer to develop, monitor and maintain administrative, physical and technical safeguard policies and procedures
- Serve as DHHS HIPAA Privacy Officer to develop, monitor and maintain compliance with standards for privacy of individually identifiable health information
- Analyze and organize office operations and procedures such as bookkeeping, payroll, information management systems, and other support services as delegated by the Financial Services Manager
- Formulate procedures for systematic retention, protection, transfer, and retrieval of records in coordination with program managers.
- Serve as a Client Rights Specialist and manage public grievance procedures
- Provide administrative support to the Board, Director and Division Managers relating to confidential and personnel related matters.
- Act as liaison to Personnel Department for hiring, termination, disciplinary action, and other personnel related functions.
- Coordinate NEO – New Employee Orientation
- Perform other duties as assigned

### SUPERVISORY RESPONSIBILITIES

General oversight and supervision of Financial Services staff in absence of manager.

## **EDUCATION AND EXPERIENCE REQUIRMENTS**

High school graduate or equivalent. Associate degree or equivalent college credits in any combination of the following areas: Human Services Related Field, Public/Business Administration, Economics, Accounting or Communications. An equivalent combination of training or experience may be considered.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Wisconsin drivers license and/or access to transportation suitable to complete necessary work out of the office.

## **HIPPA RESPONSIBILITY**

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

## **LANGUAGE SKILLS**

Ability to read and interpret documents, and laws in the English language; ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. May seldom be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

*Jackson County is an Equal Employment Opportunity employer and will provide reasonable accommodations to qualified individuals with disabilities in accordance to the Americans With Disabilities Act. Jackson County encourages incumbents and future employees to discuss potential accommodations*

**FOR INFORMATIONAL PURPOSES ONLY**

**JACKSON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE ASSISTANT - CONFIDENTIAL  
Benefit Information 2010**

**One (1) Year Probationary Period**

2010 Wage Scale:       **\$43,201.60 - \$51,875.20 per year**

**Health Insurance Employee Contribution 2010:**

Health Insurance:	Premier Plus Community Health Traditions		
	<u>Premium</u>		<u>Employee Share -9%</u>
Family -	\$1,463.00/month		\$131.67/month
Single -		\$ 562.70/month	\$
	50.64/month		

**Dental Insurance:** (Employee pays 20 % of Premium)  
Family Plan = \$13.66/month  
Single Plan = \$ 4.27/month

**Life Insurance:**  
County pays for the amount equal to yearly salary. Additional coverage and coverage for spouse and dependents are available at additional cost.

**State Retirement:**  
Paid 100% by county.

**Sick Leave:**  
1 day per month - accumulating.

**Vacation:**

1-6 years	15 days
7-19 years	20 days
20 years +	25 days

**Holidays:**  
Nine (9) specific and one (1) floating

Income Continuation (disability), Deferred Compensation 457b and Flex Plan programs also available.

**This benefit summary is for informational purposes only. It is not intended as an implied contract of employment.**