

JACKSON COUNTY PERSONNEL DEPARTMENT

JACKSON COUNTY COURTHOUSE
Phone (715) 284-0216

307 MAIN STREET – 2nd FLOOR
Fax (715) 284-0269

BLACK RIVER FALLS, WI 54615
Email: geri.allen@co.jackson.wi.us

TAM K. BURGAU
Personnel Director

Geri Allen
Personnel Assistant

POSITION: Jackson County UWEX SUMMER INTERN

This application packet contains the following materials:

- *Jackson County Job Application*
- *Job Description*

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

- * Jackson County Job Application
- * Resume

DEADLINE TO APPLY: MARCH 17, 2010

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

To: Geri Allen
Personnel Department
307 Main Street – 2nd Floor, BRF Courthouse
715-284-0216
geri.allen@co.jackson.wi.us (Email To Request Materials Only: include name and full address)
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 Job Description
UW EXTENSION OFFICE

JOB TITLE: SUMMER INTERN

Department: UW Extension

Prepared By/Date: Personnel Dept.

Reports To:

Approval/Date:

Representation:

FLSA Status:

POSITION SUMMARY

The Jackson County UWEX Summer Intern will provide support to three of the major program areas in UWEX – Family Living, 4-H Youth Development and Agriculture. This internship provides a chance to learn about UWEX programming and gain experience in diverse educational programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and abilities 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.

- Family Living:
 - Help develop community connections for Food Security and Food Preservation programs.
 - Collaborate with Friends Sharing Food to provide nutrition education and activities for summer food distribution programs.
- 4-H Youth Development
 - Develop and enhance educational components of existing 4-H programs and activities, such as Camp Counselor Training, Summer Camp, Cloverbud Camp, Jackson County Fair and other educational events.
 - Provide support and leadership to emerging 4-H project committees including Cultural Arts and Family/Home/Health.
- Agriculture
 - Assist in the development of educational materials for Community Garden and Farmer's Market.
 - Monitor and help circulate current pest information for major crops to Jackson County farmers.
 - Coordinate and help train youth volunteers in supporting the Integrated Pest Management and other technical programs.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND EXPERIENCE REQUIREMENTS

- A student working toward a college or technical degree in related field
- Experience working with youth development programs and community partnerships
- Organizational skills including ability to coordinate program details; organize workload and balance multiple projects
- Competence in Microsoft Office programs and navigating through Internet
- Able to work in a context of individual and cultural differences
- Able to work evening and some weekends as regular part of position duties
- Ability to communicate ideas effectively verbally, in writing and through educational technology to both youth and adults
- Experience working with cultural diversity

CERTIFICATES, LICENSES, REGISTRATIONS

High school diploma or equivalent, driver's license

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 frequently is required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. Required to regularly lift and/or move up to 100 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 APPLICATION FOR EMPLOYMENT

Rev: 06.2007

Jackson County Personnel Department
2nd 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 UW EXTENSION SUMMER INTERN

PERSONAL INFORMATION

NAME	
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
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 who is a supervisor in this department?	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

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 \$ _____

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 Degree/Certificate
_____	_____	_____	_____
_____	_____	_____	_____

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

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

Name	
Address	
City, State, Zip	
Title - Position	
Daytime Phone	

Name	
Address	
City, State, Zip	
Title - Position	
Daytime Phone	

Name	
Address	
City, State, Zip	
Title – Position	
Daytime Phone	

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

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: UW EXTENSION SUMMER INTERN

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 _____