



COUNTY OF WINNEBAGO

TO: ELECTED AND APPOINTED OFFICIALS
FROM: HUMAN RESOURCES DEPARTMENT
DATE: DECEMBER 7, 2015
SUBJECT: BARGAINING VACANCY

Please post in your Department for a period of six (6) business days. Applications must be completed on-line at www.wincoil.us.

Secretary

SALARY: \$11.50 per hour
HOURS: 8:00 a.m. - 5:00 p.m. Monday - Friday
DEPARTMENT: Public Defender's Officer

JOB RESPONSIBILITIES:

Under general supervision, performs a variety of secretarial duties and administrative tasks, makes regular work related decisions such as interpreting departmental processes and procedures, answering questions from the general public and staff, prioritizes work assignments and performs job duties as required.

JOB REQUIREMENTS:

- High school diploma or GED equivalent
- 4 years previous clerical/secretary experience or equivalent
- Knowledge of computer applications - Microsoft Office
- Knowledge of current business office methods, practices, machines and equipment
- Excellent communication and public relations skills
- Well organized, accurate and attentive to detail
- Ability to type 40 words per minute

POSTED: 12/7/15

EOE/MF

EXPIRES: 12/14/15