



COUNTY OF WINNEBAGO

TO: ALL APPOINTED AND ELECTED OFFICIALS
FROM: HUMAN RESOURCES DEPARTMENT
DATE: MAY 10, 2018
SUBJECT: NON-BARGAINING UNIT VACANCY

Please post in your department for a period of six (6) business days.
Applications may be completed at River Bluff or online at
www.wincoil.us

PART TIME ADMINISTRATIVE CLERK – RECEPTIONIST/SWITCHBOARD OPERATOR

SALARY: GRADE A, \$9.76 PER HOUR
HOURS: 3:30 PM TO 8:30 PM MONDAY THRU FRIDAY
7:00 AM TO 2:00 PM OR 2:00 PM TO 8:30 PM SAT & SUNDAY
ALTERNATING WEEKENDS AND HOLIDAYS
DEPARTMENT: RIVER BLUFF

JOB RESPONSIBILITIES:

- Under general supervision, performs tasks requiring a wide variety of office practices and routines and the exercising of discretion and independent judgment.
- Greet individuals in a professional and courteous manner as they enter/leave the facility.
- Direct individuals to the proper locations within the facility upon request.
- Answer and effectively direct telephone communications in a timely manner using a multi-line switchboard.
- Conduct yourself as front door/alarmed areas liaison as it pertains to resident safety.
- Maintain awareness of security concerns at the front entrance of the facility and activate emergency response procedures as necessary.
- Perform the responsibilities of First Responder upon activation of emergency alarms within facility.
- Accurately handle cash transactions. Balance cash drawer per departmental guidelines.
- Accurate and timely processing of data into departmental reports. Compose professional business communications as required by department.
- Maintain confidentiality regarding residents.
- Present a professional appearance and demeanor at all times.
- Other duties as required or assigned.

JOB REQUIREMENTS:

- High school diploma or equivalent (GED)
- Prefer two (2) years of clerical experience
- Working knowledge of office principles, practices and procedures, as well as business spelling and arithmetic
- Excellent interpersonal and communication skills, must work well with the general public
- Must be PC literate

POSTED: 5/10/18

EOE/MF

EXPIRES: 5/17/18