



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Administrative Associate III-Records (Project position)  
**LOCATION:** Human Services  
**SALARY:** \$17.98 - \$20.01/Hr.  
**STATUS:** Full time  
**HOURS PER WEEK:** 37.5  
**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY PROJECT OR TEMPORARY DESCRIPTION March 2021

**POSITION TITLE:** Administrative Associate III – Records  
**DEPARTMENT:** Human Services – Administrative Services

### **PURPOSE AND SUMMARY:**

Completes requests for records for Administrative Services, Behavioral Health, Child Welfare, and Long-Term Support divisions.

### **ESSENTIAL FUNCTIONS:**

1. Processes incoming and outgoing requests for records released from the Department of Human Services (DHS) in compliance with state & federal regulations, HIPAA, state Administrative Code, and DHS policies and procedures.
2. Provides administrative support using variety of processes, which often entail handling confidential information, including: routing, documenting; running and reviewing reports from internal databases; making necessary contact notes, sending letters; updating systems.
3. Maintains information on all requests made and completed for DHS records. Records type of request received and information provided to requestor in consumer record. Images confidential material and legal documents.

**REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma required.
2. An Associate's degree, completion of a course of studies as a paralegal or two years or more post high school education, preferably in a legal or related setting.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, microfiche, shredder, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to bend/lift/transport and carry relatively large/thick folders 3-8" from shelving of file cabinets and to other agency departments.