



JOB POSTING

POSITION TITLE: Administrative Associate III
LOCATION: Human Resources
HIRING RANGE: \$19.62 - \$21.81/Hr.
STATUS: Full Time
HOURS PER WEEK: 40
WORK HOURS: 8 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 [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION
August 2024**

POSITION TITLE: Administrative Associate III
DEPARTMENT: Human Resources
PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Serves as Human Resources Department receptionist and provides clerical support for the Human Resources Department.

ESSENTIAL FUNCTIONS:

1. Acts as receptionist for the Human Resources Department, providing information to employees, answering telephones, transferring calls, and taking and delivering messages.
2. Receives and processes medical reports, FMLA and other employee leave of absence requests, and other confidential documentation relating to employees. Prepares and

- submits appropriate communications and maintains records regarding sick leave, FMLA, other leaves of absence, and other employee issues.
3. Provides administrative support in the recruitment of seasonal employees in various county departments.

ADDITIONAL ESSENTIAL DUTIES:

1. Works with the HRIS and timecard systems to compile data, prepare reports, and complete other projects as needed to support HR and payroll functions.
2. Accepts applications for County employment, provides information to job applicants, administers typing and other employment tests, assists with scheduling interviews, and otherwise provides clerical support and assistance with the recruiting process.
3. Provides other clerical support and assistance to the Human Resources Department.
4. Ensures complete confidentiality of all information regarding employees and department activities.
5. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Human Resource Manager.
2. Works with Human Resources staff, all county departments, county employees, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma required.
2. A minimum of 2 years of work experience in human resources or administrative functions which include public contact; or an associates' degree in a related clerical, business, or human resources field in combination with some experience and working knowledge of office procedures, which provides the required knowledge, skills and abilities for the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Computer skills including facility with Microsoft Office applications and ability to learn and use specialized HRIS (Human Resources Information Systems) and timekeeping software.
2. At least intermediate knowledge of and experience in using Microsoft Word and Microsoft Excel.
3. Ability to establish and maintain effective working relationships with other County staff.
4. Ability to maintain confidentiality while exercising sound judgment to prioritize, plan and organize the work schedule to meet mandated deadlines.
5. Strong written and verbal communication skills including listening skills.
6. Ability to greet and converse with all callers and visitors in a friendly, respectful, and professional manner.

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, photocopier, and scanner.