



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Administrative Associate IV

LOCATION: County Executive and Department of Administration

HIRING RANGE: \$20.41-\$22.73/Hr.

STATUS: Full time

HOURS PER WEEK: 40

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](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *January 2023*

POSITION TITLE: Administrative Associate IV

DEPARTMENT: County Executive and Department of Administration

PAY BASIS: Hourly

PURPOSE AND SUMMARY

Performs administrative, research, and highly confidential clerical functions. Facilitates and arranges projects at the behest of the offices of the County Executive and Director of Administration. Provides administrative support to Risk Manager and Contract and Procurement Manager.

ESSENTIAL FUNCTIONS:

1. Provides a high and comprehensive level of secretarial and administrative services to the County Executive and others as assigned.

2. Provides constituent services, screens constituent telephone calls, and attempts to satisfy constituents' concerns. Attends designated meetings of County Board committees and other bodies and serves as assigned by the County Executive.
3. Provides administrative support to the Risk Manager and to the Contract and Procurement Manager. Handles documentation and communication regarding property and liability insurance and workers' compensation matters. Receives bids and proposals, answers questions from vendors, and assists with bid openings and contract administration.

ADDITIONAL ESSENTIAL DUTIES:

1. Ensures that a strict level of confidentiality is maintained as required.
2. Serves the County Executive's office in a professional manner, which includes ensuring that all visitors and callers are treated with respect and courtesy.
3. Ensures that all assigned projects are completed timely and professionally.
4. Conducts independent research on designated projects at the request of the County Executive and composes a brief or summary of findings.
5. Represents the County Executive and the County as an entity in a professional and courteous manner in all meetings attended.
6. Performs general office tasks such as scheduling appointments and meetings, greeting visitors, making travel arrangements, maintaining supplies, ordering retirement plaques and similar memorials, and arranging ceremonies and receptions.
7. Monitors department budgets.
8. Reviews expense vouchers, budget transfers, contracts, and other documents for accuracy.
9. Transcribes letters, reports, and other communications.
10. Receives, composes, and processes all correspondence.
11. Maintains a comprehensive filing system.
12. Searches, compiles, develops and disseminates information on various projects as required.
13. Maintains a high sense of loyalty to the County Executive position at all times.
14. Performs other related duties as may be assigned., including responding to an emergency event

WORK RELATIONSHIPS:

1. Reports to Director of Administration.
2. Works regularly with Winnebago County employees, department heads, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING AND CERTIFICATION:

1. An associate's or bachelor's degree in a related field preferred.
2. Four or more years of related work experience, or one year or more of related experience with degree.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of office practices, procedures and equipment.
2. Ability to work with confidential information.
3. Ability to assume responsibility and to work well under minimal supervision.
4. Ability to work with a variety of individuals and personalities.
5. Ability to work with local, state and federal representatives and committees on a wide range of issues.
6. Ability to meet deadlines and work effectively under time constraints.
7. Ability to prioritize work and to retain focus despite distractions.
8. Ability to operate a computer and familiarity with Microsoft Office, Word, Excel or other software.

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.