



Job Description

Justice, Diversion, and Support Program Manager

Job Code: 1105
Reports To: Public Health Deputy Director
EEO Code: 2. Professional

Pay Grade: C51
FLSA Status: Exempt
Last Revision: 10/07/2019

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Justice, Diversion, and Support (JDS) Program Manager is to oversee the Justice, Diversion, and Support programs and initiatives by developing, implementing, evaluating, and monitoring the programs, participants, and staff within the Justice, Diversion, and Support division of the Sauk County Public Health Department.

Essential Duties and Responsibilities

- Develop and coordinate the planning and implementation of the various Justice, Diversion, and Support program initiatives and activities including:
 - Interview, train, direct, advise, evaluate, promote and discipline JDS staff and approve payroll and leave time.
 - Working collaboratively with the Board of Health (fiscal oversight), the Criminal Justice Coordinating Council (CJCC), and other community partners to coordinate development of an overarching strategic work plan, and associated policies and procedures.
 - Develop and implement JDS program work plans, track program progress toward goals and objectives, ensure all program directives are met in a timely manner, and comply with record-keeping and reporting requirements.
 - Monitoring JDS programming, working to direct and expand existing programs, sustaining positive outcomes, and pursuing additional grant funding as opportunities become available.
 - Provide monthly program reports to BOH and CJCC.
 - Recommend changes and improvements to criminal justice practices and procedures to the BOH/CJCC, incorporating concepts of continuous quality improvement, and implementation of evidence-based best practices
 - Work with community partners to obtain and analyze data and information on existing Sauk County criminal and juvenile justice programs, including alternative to incarceration programs
 - Studying and developing methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the JDS division.
- Research, prepare, and administer grants, assuring grant compliance.
- Coordinate and identify new connections with Public Health to maximize positive impacts of programming to justice involved individuals, looking to impact social determinates of health.
- Review and respond to offender/provider complaints regarding programming.
- Build relationships and coordinate contracts with area service providers.
- Working with PH Management, prepare and administer annual budget.
- Coordinate, facilitate, and conduct educational outreach to facilitate JDS program education for county employees, program participants, committee partners, and the general public.
- Research other program options within the criminal justice system that may bring additional value to the

overall strategic goal of improving the health of families in Sauk County by addressing the root causes of public health problems.

Additional Duties and Responsibilities

- Provide oversight over program participants
- And other duties as assigned

Knowledge, Skills and Abilities

- By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others
- Verbally and in writing with clients, department personnel, professionals within the criminal justice system, and members of the public
- Advisory data and information such as financial statements, budgets, case files, court orders, guideline, procedures, laws, program evaluations, grants, and routine and non-routine correspondence
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Calculating percentages, fractions, decimals, interest, discounts, and interpreting basic descriptive statistical reports
- Knowledge of Wisconsin and local criminal justice systems
- Ability to understand evidence based treatment modalities and basic knowledge of psychopharmacology
- Understanding of human growth and behavior as it applies to the Criminal Justice System
- Computer skills, such as word processing, spreadsheets, presentations, and database management
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating an electronic ballot tabulator, keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

- Safe and comfortable in respects to violence, noise, and disease, with some potential for exposure to violence.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Bachelor’s degree in Criminal Justice, Social Work, or another related field
 Three years of program administration experience
 Five years of experience working in the criminal justice system, public administration or social services field

Licenses/Certifications: Valid Wisconsin State Motor Vehicle’s License

Preferred: Experience conducting data analysis and program evaluation
 Master’s degree in Criminal Justice, Social Work, Public Administration or other related field.
 Wisconsin Clinical Substance Abuse Counselor Certification (CSAC)

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County’s Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

 Incumbent’s Signature

 Date

APPROVALS:

 Supervisor

 Date

 Department Head

 Date

 Human Resources Representative

 Date

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Code:	1602	Department:	Corporation Counsel
Reports To:	Corporation Counsel	FLSA Status:	Exempt Pay Band: C52
EEO Code:		Last Revision:	9/22/20

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Assistant Corporation Counsel is to serve as civil legal counsel for Sauk County, pursuant to Wisconsin State Statute 59.42.

Education and Experience Requirements

Required: Juris Doctorate degree from an ABA accredited law school
 Admission to the Wisconsin Bar, with current active bar membership
 2 years government legal experience

Preferred: 1 year supervisory and labor relations experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Advise and represent the County in all civil legal proceedings involving the County such as zoning ordinance violations, public health violations, involuntary mental commitment hearings, guardianships, protective placements, alcohol commitments, trials, and other civil hearings
- Provide legal counsel and represent the Sauk County Department of Human Services in all termination of parental rights proceedings, children in need of protective services, and child abuse/neglect issues
- Provide legal counsel and represent the Sauk County Child Support Agency by appearing on behalf of the Agency, preparing and reviewing related pleadings, stipulations, orders, warrants, petitions, summons, motions, and judgements, establishing paternity, establishing and enforcing child and medical support actions, handling interstate cases, negotiating settlement agreements, and obtaining State approval for expungement of balances
- Represent the interests of the public or the County in court, including probably cause hearings, plea hearings, fact-finding hearings, dispositional hearings, emergency hearings, and jury trials
- Advise law enforcement, medical professionals, mental health professionals, and social workers in handling and investigating social service matters

Additional Duties and Responsibilities

- Prepare and file court documents such as petitions, subpoenas, motions, orders, stipulations, discovery requests, affidavits, and briefs

- Assist the Corporation Counsel with formation and review of ordinances, resolutions, contracts, and interpretation of statues, rules, regulations, and duties of County Board and County officials
- And other duties as assigned

Competencies

Ability to Communicate:

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Advisory data and information such as requests for opinions, resolutions, time sheets, vouchers, meeting minutes, agendas, ordinances, laws, legal text, reference material, various manuals, judicial opinion, contracts, requests for proposals, bid documents, trial calendars, economic analysis, organizational analysis, and routine and non-routine correspondence

Verbally and in writing with county personnel, County Board of Supervisors, State and Federal legislators, Judges, attorneys, witnesses, social workers, medical personnel, auditors, consultants, news media representatives, and the general public

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Calculating algebraic and trigonometric formulas and equation data, and interpreting basic statistical reports

Mental Ability to:

Decide the time, place, and sequence of operations within a system or organizational framework and oversee its execution

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

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Sauk County

Corporation Counsel

Job Code: 1610
Reports To: Corporation Counsel
EEO Code:

Job Description

Principal Assistant Corporation Counsel

Pay Grade: D61
FLSA Status: Exempt
Last Revision: 4/12/19

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Principal Assistant Corporation Counsel is to serve as civil legal counsel for Sauk County, pursuant to Wisconsin State Statute 59.42, and to serve as the Corporation Counsel in their absence.

Essential Duties and Responsibilities

- Advise and represent the County in all civil legal proceedings involving the County such as zoning ordinance violations, public health violations, involuntary mental commitment hearings, guardianships, County Board, protective placements, alcohol commitments, trials, and other civil hearings
- Serves as the Corporation Counsel in his/her absence.
- Provide legal counsel and represent the Sauk County Department of Human Services in all termination of parental rights proceedings, children in need of protective services, and child abuse/neglect issues
- May provide legal counsel and represent the Sauk County Child Support Agency by appearing on behalf of the Agency, preparing and reviewing related pleadings, stipulations, orders, warrants, petitions, summons, motions, and judgements, establishing paternity, establishing and enforcing child and medical support actions, handling interstate cases, negotiating settlement agreements, and obtaining State approval for expungement of balances
- Represent the interests of the public or the County in court, including probable cause hearings, plea hearings, fact-finding hearings, dispositional hearings, emergency hearings, and jury trials
- Advise law enforcement, medical professionals, mental health professionals, and social workers in handling and investigating social service matters

Additional Duties and Responsibilities

- Prepare and file court documents such as petitions, subpoenas, motions, orders, stipulations, discovery requests, affidavits, and briefs
- Assist the Corporation Counsel with formation and review of ordinances, resolutions, contracts, and interpretation of statutes, rules, regulations, and duties of County Board and County officials
- And other duties as assigned

Knowledge, Skills and Abilities

- Ability to communicate by managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others.

- Advisory data and information such as requests for opinions, resolutions, time sheets, vouchers, meeting minutes, agendas, ordinances, laws, legal text, reference material, various manuals, judicial opinion, contracts, requests for proposals, bid documents, trial calendars, economic analysis, organizational analysis, and routine and non-routine correspondence.
- Verbally and in writing with county personnel, County Board of Supervisors, state and federal legislators, judges, attorneys, witnesses, social workers, medical personnel, auditors, consultants, news media representatives, and the general public.
- Explain, demonstrate, and clarify to others established policies, procedures, and standards.
- Calculating algebraic and trigonometric formulas and equation data, and interpreting basic statistical reports
- Decide the time, place, and sequence of operations within a system or organizational framework and oversee its execution.
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information.
- Assemble, copy, record, and transcribe data and/or information.
- Analyze data and information using established criteria to define consequences, consider, and select alternatives.
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations.
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Job Code:	1601	Department:	Corporation Counsel
Reports To:	Executive and Legislative Committee	FLSA Status:	Exempt Pay Band: D72
EEO Code:		Last Revision:	9/22/20

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Corporation Counsel is to serve as the Chief Legal Officer of Sauk County, pursuant to Wisconsin State Statute 59.42. Provides all legal advice and representation for Sauk County government, and manage the operations of the Sauk County Corporation Counsel Office.

Education and Experience Requirements

Required: Juris Doctorate degree from an ABA accredited law school
 Admission to the Wisconsin Bar, with current active bar membership
 Five years government legal experience

Preferred: Three years of supervisory experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Serve as the senior attorney for Sauk County government and all connected boards and commissions. Directing and managing all legal activities such as advice, representation, and litigation.
- Interview, train, direct, advise, monitor, evaluate, promote, and discipline unit employees, and approve any leave time.
- Prepare departmental budget.
- Represent Sauk County in litigation, mediation, negotiation, and/or arbitration before State, Federal, and Tribal Courts, administrative tribunals, and others.
- Establish case priorities and other legal matters to make strategic decisions on behalf of Sauk County.
- Attend County Board of Supervisors meetings, serve as parliamentarian, and provide legal advice and guidance on all legal matters.
- Handle all real estate transactions for Sauk County, including the acquisition and sale of real property, eminent domain proceedings, foreclosure of tax delinquent properties in rem, and prepare deeds, leases, formal correspondence, and legal documents associated with this.

- Serve as chief procurement counsel by advising the County on requests for proposals, requests for bids, construction contracts, and architectural and engineering contracts.
- Serve as reviser of the Sauk County Code or Ordinances, ensuring lawful codification of ordinances, interpretation, and legal sufficiency.

Additional Duties and Responsibilities

- Attend committee meetings to provide guidance and advice on legal matters when requested.
- Interpret the powers and duties of County elected officials and officers and interpret County ordinances.
- Draft legislation in the form of resolutions and ordinances for presentation to the County Board.
- Other duties as assigned.

Competencies

Ability to Communicate:

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Advisory data and information such as requests for opinions, resolutions, time sheets, vouchers, meeting minutes, agendas, ordinances, laws, legal text, reference material, various manuals, judicial opinion, contracts, requests for proposals, bid documents, trial calendars, economic analysis, organizational analysis, and routine and non-routine correspondence

Verbally and in writing with county personnel, County Board of Supervisors, state and federal legislators, judges, attorneys, witnesses, social workers, medical personnel, auditors, consultants, news media representatives, and the general public

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Interpretation of basic statistical reports

Mental Ability to:

Decide the time, place, and sequence of operations within a system or organizational framework and oversee its execution

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County’s Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Acknowledgement

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Printed Name: _____ Signature: _____

Date: _____

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Sauk County

Health Department

Job Description

Public Health Nurse

Job Code: 3208
Reports To: Nurse Manager
EEO Code: 2. Professionals

Pay Grade: C43
FLSA Status: Exempt
Last Revision: 2/12/19

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Public Health Nurse is to perform public health nursing tasks as defined by County, State and Federal programs and laws for the Sauk County Health Department.

Essential Duties and Responsibilities

- Provide information to the general public, clients, and patients, regarding Department programs dealing with lead poisoning, immunizations, rabies control, County Partners (schools, healthcare providers, etc.) tuberculosis, communicable and sexually transmitted diseases, environmental health, prenatal, infant and child health, Nurse Family Partnership, dental health resources, Medical Assistance outreach, safety/injury prevention and preparedness programs, foot clinics.
- Actively participate in population health initiatives.
- Based on program, utilize nursing process and critical thinking to make decisions regarding patient care and refer clients and patients to appropriate service or agency as needed.
- Coordinate activities in assigned program by conducting health assessments, supervising immunizations and vaccinations, maintaining procedures and record keeping, ordering and requesting supplies, performing skilled nursing tasks, obtaining lab samples, monitoring medication, and conducting assessments of program and need.
- Participate and/or conduct public educational/outreach presentations regarding Public Health issues and programs, via internet, in person or through various media outlets.
- Act as liaison between Department/program and health advocacy groups and agencies including elder, County and municipal officials and school systems and other community agencies.
- Complete health programs activity reports, time sheets, mileage logs, schedules, correspondence, memos, forms, notices and update patient charts and lists.
- Perform Quality Improvement activities relating to individually assigned public health programs and the Community Health Improvement Plan.

Additional Duties and Responsibilities

- Prepare, assemble, and distribute public health program educational materials.
- Direct clerical support tasks as needed by monitoring data collection or compiling data and reviewing assigned program documentation for completeness and accuracy.

- Participate in agency program planning and recommend program needs and policies to meet requirements.
- Assist with grant writing.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Advisory and design data and information such as Nurse Practice Act, high tech manuals, nursing manuals, patient charts and records, program participants lists and schedules, reports, meeting agendas and minutes, public health statutes, Physician's Desk Reference, educational curricula, medical research materials, medical texts, medical assistance forms, maps and plat books, Public Health program manuals, rules and regulations, and routine and non-routine correspondence
- Verbally and in writing with Department personnel, patients and clients, medical care providers, hospital and clinic personnel, educators, students, emergency medical personnel, community groups, the general public, social workers, and health issue advocacy groups
- By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Maintain all relevant certifications
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a motor vehicle, calculator, scale, sphygmomanometer, syringes, otoscope, Ophthalmoscope, DVD, hemoglobin monitor, audiometer, and stethoscope
- Exert light physical effort in sedentary to light work, involving lifting, carrying, kneeling, crouching, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Occasionally unsafe and uncomfortable in respects to odors, toxic agents, violence, noise, wetness, and

disease.

- On call for emergency situations.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Bachelor’s degree in Nursing

License/Certification: Valid Wisconsin State Motor Vehicle Operator’s License
Registered Nursing License

Preferred: 1 year of nursing experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County’s Personnel Handbook.

Acknowledgement

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Incumbent’s Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

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Sauk County

Health Department

Job Code: 3252

Reports To: Nurse Manager

EEO Code: 5. Admin Support Workers

Job Description

Public Health Technician

Pay Grade: B22

FLSA Status: Non-exempt

Last Revision: 10/31/18

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Public Health Technician is to provide specialized clerical support skills to the Dental Seal-A-Smile program and Immunization program of the Sauk County Health Department.

Essential Duties and Responsibilities

- Assist Registered Dental Hygienist with screenings, sealant, and fluoride varnish applications.
- Prepare forms and letter for the Sauk County school based Dental Sealant programs.
- Screen forms, health history, and consents from parents of students getting sealants.
- Set up and take down all dental and immunization clinics.
- Assist clients with vaccine registration, obtaining immunization records on the Wisconsin Immunization Registry (WIR), and scanning of personal immunization records.
- Perform WIR data entry of all immunization's given, updating information and scanning documents for permanent record retention.
- Assist in community clinics held in outlying areas, various in-school clinics, kindergarten and school district registrations, as well as emergency mass vaccination clinics.
- Assist with billing for Dental Seal-A-Smile program and fluoride varnish program.
- Perform inventory control of all dental supplies.
- Schedule Sauk County School nurses with dental clinic dates and associated paperwork.

Additional Duties and Responsibilities

- Assist with Rural Safety Days.
- Manage documentation of bi-annual department equipment quality control checks.
- Perform front desk receptionist/phone coverage.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Advisory data and information such as financial statements, physician's orders, Medicare and Medical Assistance billing codes, time sheets, insurance forms, program brochures, press releases, ordinances, statutes, personnel policies, directories, procedures, guidelines, and routine and non-routine correspondence
- Verbally and in writing with department personnel, insurance companies, Medicare and medical assistance agency personnel, Health Committee members, patients, children, and county personnel
- Basic mathematical equations and statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Use fine and gross motor skills to perform tasks such as operating computer, calculator, or telephone
- Exert light physical effort in sedentary to light work, involving lifting and carrying up to 60lbs, kneeling, crouching, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Safe and comfortable in relation to noise, temperature, and disease.
- On call for emergency situations.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Associate's degree in Business Accounting, or another related field
1 year administrative assistant experience

License/Certification: Valid Wisconsin State Motor Vehicle Operator's License

Preferred: Cardiopulmonary Resuscitation (CPR) certified

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

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this job.

Incumbent's Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

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Sauk County

Human Services

Job Code: 2380

Reports To: Comm. Support Program Admin.

EEO Code: 2. Professionals

Job Description

Psychosocial Rehabilitation Specialist- CCS/CSP

Pay Grade: B23

FLSA Status: Non-Exempt

Last Revision: 8/27/18

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Psychosocial Rehabilitation Specialist- CCS/CSP is to provide psychosocial rehabilitation services to substance use and mental health consumers within the Comprehensive Community Services program (CCS) or the Community Support Program (CSP). The services provided include screening and assessment, service planning, facilitation, and individual skill development and enhancement of consumers.

Essential Duties and Responsibilities

- Meet with consumers and their families or other natural supports to:
 - Initiate services
 - Complete opening paperwork
 - Administer the functional screen
 - Ensure annual paperwork for enrollment is completed
 - Fiscal policies are in place
- Screen and assess for substance use, mental health, and psychosocial needs through the assessment process.
- Coordinate services based on assessment needs, as well as develop, support, and monitor recovery plans.
- Participate in safety planning with the consumer and the CCS team.
- Facilitate various psychosocial groups.
- Coordinate and collaborate with providers and programs, such as the crisis worker, interventionist therapist, and multidisciplinary teams.
- Assist the consumer in developing integrated care and the ability to obtain necessary services such as:
 - Medical
 - Dental
 - Legal
 - Financial
 - Housing
- Provide skill training in:
 - Communication
 - Interpersonal skills
 - Problem solving
 - Decision-making
 - Self-regulation
 - Conflict resolution
 - Other services identified within the consumer's plan

- Promote daily living skills such as:
 - Personal care
 - Household tasks
 - Financial management
 - Transportation
 - Shopping
 - Parenting
 - Accessing/connecting to community resources

Additional Duties and Responsibilities

- Coordinate CAC group.
- Provide information regarding substance use and mental health to the public, schools, and civic groups.
- Participate in ongoing professional training and development.
- Maintain schedules and confirm appointments.
- Complete documentation in the electronic health record.
- Intervene in crisis situations by:
 - Collaborating with agency staff
 - Recommending immediate remediation such as placement, respite/stabilization, and safe community options
 - Assist with the creation of crisis and safety plans including intervention and prevention to avoid out-of-home placement and/or hospitalization
- And other duties as assigned.

Knowledge, Skills and Abilities

- Maintain all relevant certifications
- Descriptive data and information such as client records, program forms, tax forms, Social Security documents, leases, insurance forms, progress notes, recovery plans, representative payee forms, guardianship reports, referral documents, evaluations and assessments, Wisconsin Statutes Chapter 51 and 48, Physicians' Desk Reference, client medical charts, maps, directories, proactive behavior management techniques, screening and testing measurement guides, case plans, school records, medical reports, psychological evaluations, activity logs, family assessments, and routine and non-routine correspondence
- Verbally and in writing with clients, clients' families, County personnel, landlords, medical personnel, and the general public
- By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or

information

- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a motor vehicle, keyboard, photocopier, telephone, calculator, and computer printer
- Exert effort in moderate to light work, such as lifting, carrying, pushing, pulling, stooping, crouching, crawling, climbing, balancing, and standing for long periods of time
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Safe and comfortable in respects to noise and disease, with the potential for exposure to violence.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Associate's degree in Human Services, Mental Health, or another related field

Licenses/Certifications: CCS certification or the ability to obtain within 12 weeks of hire
Wisconsin State Motor Vehicle Driver's License

Preferred: Experience in mental health and recovery services

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Incumbent's Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

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Sauk County

Human Services

Job Code: 2381

Reports To: Outpatient Manager

EEO Code: 2.1 Paraprofessional

Job Description

Peer Support Specialist- Recovery Coach

Pay Grade: B21

FLSA Status: Non-Exempt

Last Revision: 06/06/2018

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Peer Support Specialist- Recovery Coach is to provide support to consumers struggling with substance use and mental health needs as a peer support, striving to help consumers reach their goals, recover, and access community resources.

Essential Duties and Responsibilities

- Meet with consumer and others (identified by the consumer) to evaluate and assist with initial services using personal recovery experience as a tool.
- Meet and work with consumers as equals to help them identify goals for overcoming recovery-related stressors.
- Educate consumers on availability and types of treatment options including medication-assisted treatments (as applicable for substance use).
- Support consumers to develop skills in areas such as self-help, communication, and problem solving.
- Assist in identifying and supporting consumers in crisis.
- Complete pre and post surveys with consumer and share results with designated staff.
- Assist in development, management, and support of referrals and access to services/treatment.
- Schedule and meet with consumers per appointments or as needed to assist consumer with unexpected barriers or issues.
- Complete timely and accurate documentation and submit to supervisor.
- Facilitate groups as assigned, such as workshops or educational opportunities that offer support for rehabilitative, recovery, or vocational goals.

Additional Duties and Responsibilities

- Travel (with consumer as needed) to offices and meeting locations.
- Maintain schedules and consumer records in the Electronic Health Record.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively verbally and in writing with consumers, human services departmental staff, physicians, mental health professionals, law enforcement, school personnel, attorneys, judges, court personnel, probation and parole personnel
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Calculating percentages, fractions, decimals, interest, discounts, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating an electronic ballot tabulator, keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

- Safe and comfortable in respects to violence, noise, and disease, with some potential for exposure to violence

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Sauk County

Treasurer

Job Code: 3802

Reports To: Treasurer

EEO Code: Admin Support Workers

Job Description

Deputy Treasurer/ Real Property Lister

Pay Grade: C42

FLSA Status: Nonexempt

Last Revision: 07/21/2020

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Deputy Treasurer is to assist the Sauk County Treasurer and manage Real Property Lister in their duties as described in Wisconsin Statutes Chapters 59.20, 70.09, and other related statutory duties as required and oversee all real property Listing functions.

Essential Duties and Responsibilities

- Perform clerical duties including check and advising printing, answering phone calls, collating mailings, and photocopying documents
- Perform Real Property Lister assistance tasks by posting legally recorded documents to assessment/tax rolls establishing parcel ownership, creating or correcting legal parcel descriptions, assigning parcel numbers, school codes, and special tax codes, updating maps to reflect changes in various aspects, entering updated information into a computer database, and maintaining all property transfers, surveys, plats, maps, tax receipts, assessment roll, and tax roll documents
- Work with Register of Deeds, GIS Coordinator, and MIS Coordinator to create and maintain access to electronic records such as surveys, deeds, maps, computer printouts, and electronic files
- Assist with daily bookkeeping such as reconciling bank statements, tabulating daily account balances, and preparing and delivering bank deposits
- Receive and file bankruptcy information, implement tax payment procedure, and send information to Corporation Counsel
- Conduct research and provide information on taxes, parcel ownership, boundaries, and mill rates to various interested parties
- Assist with collecting delinquent taxes by following Wisconsin Statutes procedures for Tax Deed Property
- Provide assistance to municipal clerks, treasurers, school districts, and other tax-assessing districts regarding real estate tax collection and disbursement

Additional Duties and Responsibilities

- Coordinate printing and distribution of important property information such as real estate rolls and tax certificates and statements
- And other duties as assigned

Knowledge, Skills and Abilities

- Descriptive data and information such as real estate and personal property tax documents, certified survey and other maps, financial statements, tax receipts, County offices and Department receipts, tax and assessment statements, mill rates, bankruptcy rulings, tax deeds, laws, guidelines, various manuals, and routine and non-routine correspondence
- Verbally and in writing with Department personnel, Municipal clerks and treasurers, government officials, financial auditors, tax assessors, appraisers, taxpayers, surveyors, Realtors, attorneys, and media and banking personnel
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Computer skills such as word processing, and spreadsheets and database management
- Geographic Information Systems
- Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment

Safe and comfortable in respects to violence, noise, and disease

Sauk County

Treasurer

Job Code: 3805

Reports To: Treasurer

EEO Code: Admin Support Workers

Job Description

Real Property Specialist

Pay Grade: B22

FLSA Status: Nonexempt

Last Revision: 07/20/2020

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Real Property Specialist is to maintain real property ownership records and descriptions, assign and update parcel numbers, maps, and other real property documents, as well as provide information to the public regarding real property assessments, surveys, tax credits, and more.

Essential Duties and Responsibilities

- Perform Real Property Lister assistance tasks by posting legally recorded documents to assessment/tax rolls establishing parcel ownership, creating or correcting legal parcel descriptions, assigning parcel numbers, school codes, and special tax codes, proofreading maps and other documents, updating maps to reflect changes in various aspects, entering updated information into a computer database, and maintaining all property transfers, surveys, plats, maps, tax receipts, assessment roll, and tax roll documents
- Conduct research and provide information on taxes, parcel ownership, boundaries, and mill rates to various interested parties
- Provide assistance to municipal clerks, treasurers, school districts, and other tax-assessing districts regarding real estate tax collection and disbursement
- Perform clerical duties including check and advising printing, answering phone calls, collating mailings, and photocopying documents

Additional Duties and Responsibilities

- Coordinate printing and distribution of important property information such as real estate rolls and tax certificates and statements
- And other duties as assigned

Knowledge, Skills and Abilities

- Descriptive data and information such as real estate and personal property tax documents, certified survey and other maps, highway project reports, property ownership transfer documents, mill rates, tax deeds, laws, guidelines, various manuals, and routine and non-routine correspondence
- Verbally and in writing with Department personnel, Municipal clerks and treasurers,

government officials, financial auditors, tax assessors, appraisers, taxpayers, surveyors, Realtors, attorneys, and media and banking personnel

- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Computer skills such as word processing, and spreadsheets and database management
- Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment

Safe and comfortable in respects to violence, noise, and disease

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Associate's degree in accounting or land records or another related field

Preferred: 1 year of office experience

Experience with accounting for a government agency and/or familiar with land records

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

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Acknowledgement

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Incumbent's Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

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