

- Retrieve computerized data and files on request from Department officers.
- Complete Department of Vehicle registrations for the public.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Maintain all relevant certifications
- Descriptive data and information such as office rules and regulations, warrants and related documents, teletype printouts, accident reports, jail rosters, jail meal log, ordinances and State Statutes, office policy and procedure manuals, computer software and general operating manuals, maps and plat books, and correspondence
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- 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 effort in light to moderate work, such as lifting, carrying, pushing, crouching, crawling, 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

- Occasionally unsafe and uncomfortable in respects to violence and noise.

Required Working Hours

Standard working hours may vary between first shift, second shift, and third shift. Please note these hours are subject to change and additional hours may be needed or required. Emergency on call may be needed. Compensation beyond normal hours will be subject to applicable collective bargaining agreement, state and federal regulations.

Education and Experience Requirements

Required: High School diploma or equivalent

Licenses/Certifications: Become Cardiopulmonary Resuscitation (CPR) certified within six months of start date
Become a Notary Public within 6 months of start date

Preferred: Vocational or technical training in business administration or clerical
1 year of related 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

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.