LA CROSSE COUNTY, WISCONSIN invites applications for the position of:

Administrative Assistant - Land Conservation Department

**SALARY:** $17.25 Hourly

**OPENING DATE:** 02/28/20

**CLOSING DATE:** 03/09/20 04:30 PM

**OVERVIEW:**
La Crosse County Land Conservation Department has an opportunity for an Administrative Assistant, a specialized technical and secretarial support position working with agricultural and urban land use issues and practices. Performs a variety of skilled technical and secretarial confidential functions including reception, word processing, record keeping, and various tasks related to the department's Geographic Information System (GIS).

**Why work for La Crosse County?**
- **Excellent Benefits!**
  - Wisconsin Retirement System - Very stable and strong
  - Health Insurance with options for free care
  - Dental Insurance with many services covered at 100%
  - Life Insurance with short and long-term disability
  - Generous paid time off benefits
- Employee wellness programming
- Stable employment - 40% of our employees have been with us for 9 yrs or more
- Do meaningful work that serves your community
- Opportunities for growth and learning experiences

La Crosse County Respects Diversity

**ESSENTIAL JOB FUNCTIONS:**
For a full list of duties, qualifications and requirements, including physical demands, please see the complete job description from the "Menu" on the Job Opportunities page of the County website.

Enters data such as names, parcel numbers and land descriptions to maintain records, maps and other data in computerized land-owner tracking files. Retrieves data as directed for compliance with county and state programs. Acts as office secretary and receptionist, types and drafts office correspondence, memos and reports, including confidential material. Attends meetings and types and maintains committee minutes as necessary. Retrieves and manipulates images and prints various aerial photos and land-use planning maps, using the department's GIS imaging system and associated drawing and photo-enhancing software. Maintains records of cost share agreements and submits reimbursement requests to the Dept. of Natural Resources and Dept. of Agriculture, Trade and Consumer Protection. This involves verifying whether a job is eligible for reimbursement and calculating job costs and rates on a spreadsheet. Prepares check requisitions to pay bills and records budget balances. Maintains department accounts including deposits and expenditure balances. Performs advanced word processing functions with above-average proficiency. Processes permits, fees, and tracks progress for the urban erosion control, stormwater and animal waste management programs. Maintains information on the department's permitting system for various programs and generates reports. Develops mailings and newsletters and updates the department's website. Keeps office statistics, records, and files. Records permit activity on Geographic Information System using ArcMap. Researches information, obtains forms, applications and other relevant data. Coordinates and shares permit information for the Non-Metallic Mining, Animal Waste Management, Stormwater and Erosion Control/Land Disturbance Ordinances with related County departments.

**TRAINING, EXPERIENCE AND OTHER REQUIREMENTS:**
- Associate Degree in the administrative/clerical field, or in GIS or the conservation field.
- Minimum of four years administrative office experience with demonstrated competency.
- High level of computer skills in MS Word, Excel and Adobe Acrobat.
- Excellent organizational skills.
- Strong preference for training and/or experience using ArcGIS Desktop software, Crystal Reports, Adobe Acrobat Pro and experience with legal land descriptions.
- May consider other relevant combinations of education and experience that provide equivalent knowledge, skills, and abilities.

To apply for this job, please visit:
[http://www.co.la-crosse.wi.us/personnel/employment.asp](http://www.co.la-crosse.wi.us/personnel/employment.asp)

[jobs@lacrossecounty.org](mailto:jobs@lacrossecounty.org)

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La Crosse County is an Equal Opportunity Employer