

Florence County, Wisconsin

Administrative Assistant for District Attorney/Victim Witness Coordinator

The County of Florence, Wisconsin invites applications for the Administrative Assistant for the District Attorney/Victim Witness Coordinator position.

About the Position: This is a split position in the District Attorney's office as the Administrative Assistant for the District Attorney and Victim Witness Coordinator. The District Attorney Administrative Assistant performs secretarial support to the Florence County District Attorney. The Crime Victim/Witness Coordinator is a specialized position responsible for the organization, administration, implementation of the victim/witness program for the County; providing for the needs, and protecting the rights of victims and witnesses per Chapter 950 of the Wisconsin State Statutes.

A full job description is available at the County's website <http://www.florencecountywi.com> or by contacting the County Clerk's office.

Education & Experience requirements:

- High School Diploma or equivalent required.
- Previous legal experience preferred.
- Previous office experience.
- Must pass a background check.

Compensation information:

FLSA Status: Full Time/Non-Exempt
Reference Rate: \$18.00/hour (minimum)
Fringe Benefits: Include participation in Wisconsin Retirement System, paid time-off benefits, and group insurance (medical, dental, vision, life, disability)

The Florence County Employment Application form is required and can be downloaded at the County's website or by contacting the County Clerk's office. In addition, a cover letter and resume is strongly encouraged and should include salary history and requirements. Applications are due by **Friday, October 22, 2020 @ 12pm** and can be submitted to the County Clerk by email to dtrudell@co.florence.wi.us, regular mail, or by delivery to the Clerk's office at 501 Lake Avenue, Suite 241.

Florence County Clerk/Administrative Coordinator
P.O. Box 410
Florence, WI 54121

Florence County is an equal opportunity employer and has a Wisconsin Residency requirement.