Department of Human Services Receptionist

A fulltime position in the DHS Receptionist Unit of the Juneau County Department of Human Services is available. Duties include desk and telephone reception work, transcribing dictation, scanning, computer skills, scheduling appointments, receipting money, and other general clerical duties. Familiarity with medical, financial and legal terminology is important. Must have good oral and written skills and be able to work effectively with a variety of people. Must be able to maintain strict confidentiality. Qualifications include: high school diploma with training or experience in the receptionist field is desired.
Starting salary: $12.5479/hr with excellent fringe benefits.

Mail resume and application to:
Juneau County Department of Human Services
220 E. LaCrosse Street – Rm 23
Mauston, WI 53948
No later than: October 27, 2010
Applications available online at www.juneaucounty.com

AN EQUAL OPPORTUNITY EMPLOYER

Sincerely,

Debbie Dziewior
Administrative Assistant