

**JUNEAU COUNTY DEPARTMENT OF HUMAN SERVICES  
INTAKE / RECORDS CLERK**

A fulltime Intake / Records Clerk position in the DHS Unit of the Juneau County Department of Human Services is available. Qualified applicants must be able to maintain strict confidentiality, have excellent interpersonal skills, pleasant personality, phone etiquette, helpful attitude, and understanding of persons compromised by mental illness or addiction. Must be able to communicate effectively with the public, even under duress, while maintaining composure and professionalism. This position is also responsible for maintaining, incorporating, and accurately accounting for all health records paper and electronic. Requires self-direction, sound time management, efficiency skills, and being a team player.

This position includes reception duties, typing 45+ wpm, filing, operating multiple computer programs and a variety of office equipment. Work schedule Monday – Friday 8:00 a.m. – 4:30 p.m. with occasional Thursday evening clinic hours 4:30 p.m. – 6:00 p.m. Preferred qualifications include: Associates degree in medical records with training and/or three or more years of experience. Starting salary \$15.21 with excellent benefits.

**Mail resumes and application by December 2, 2016 to:  
Juneau County Personnel  
220 E. State Street – Rm 205  
Mauston, WI 53948**

**Applications and job description available on line at [www.co.juneau.wi.gov](http://www.co.juneau.wi.gov)  
AN EQUAL OPPORTUNITY EMPLOYER**