

# United States Jobs Expertini®

## Administrative Support

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Company: Department of Corrections Executive Leadership

Location: United States

Category: other-general

### Introduction

The Department of Corrections is focused on public safety through the custody and supervision of those in our care. Corrections employees have the opportunity to positively impact the lives of others through careers in a variety of fields. Using cutting-edge research and evidence-based approaches, employees implement lasting change with a positive impact for the people of Wisconsin.

This is a statewide announcement to fill vacancies for our facilities and offices across the state. The Department of Corrections has offices or facilities in all counties **except** for Bayfield County, Florence County, Iron County, or Menominee County.

In addition to meaningful and rewarding work, we offer a competitive package featuring: including at least 3.5 weeks of vacation to start, nine paid holidays, and ample accrued sick time that rolls over each year.

A casual office atmosphere and flexible work schedules depending on the position's requirements

An exceptional pension plan with employer match and lifetime retirement payment, plus an optional tax advantaged 457 retirement savings plan

### Wellness Program

A free and confidential employee assistance program that offers employees and their immediate family dependents a variety of tools, resources, and professional consultation

services to support their health, goals, and overall well-being

## **Position Summary**

The Administrative Support positions provide a variety of office support duties including but not limited to: receptionist duties (answering calls, greeting guests, etc.), creating and copying documents, filing, data entry, and distributing mail. The Administrative Support positions are crucial to effective and efficient office operations in DOC offices and facilities. Positions include Office Associate, Office Operations Associate, Operations Program Associate, Offender Records Associate, Program Assistant Advanced Confidential, and Secretary Confidential.

## **Salary Information**

Pay schedule and range with starting pay:

Medical Program Assistant Associate (02-11), \$21.23/hour

Office Associate (02-09), \$18.17/hour

Office Operations Associate (02-10), \$19.62/hour

Operations Program Associate (02-11), \$21.23/hour

Offender Records Associate, (02-11), \$21.23/hour

Program Assistant Confidential (81-05), \$16.08-\$26.50/hour\*

Program Assistant Advanced Confidential (81-05), \$16.08-\$26.50/hour\*

Secretary Confidential (81-05), \$16.08-\$26.50/hour\*

Pay on appointment for current state employees may vary according to the applicable pay transaction provisions of the Compensations Plan, Wisconsin Administrative Code, and statutes. A twelve-month probationary period is required.

\* Pay Range 81-05 is a broadband range, and although applicants should not expect to be paid near the top of the range, pay upon appointment will be on a case-by-case basis.

## **Job Details**

Applicants must be legally authorized to work in the United States (i.e. a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without DOC sponsorship) at the time of application.

The Department of Corrections may conduct pre-employment drug screens. Any applicant who is offered employment in a position which requires a pre-employment drug screen must pass the screen as a contingency of employment.

The Department of Corrections will conduct criminal background checks on applicants prior to selection. Upon hire, all new DOC employees are subject to fingerprinting.

### **Qualifications**

Minimally qualified applicants will have experience using modern office methods and procedures, record keeping practices, using various filing systems and methods, data processing techniques, experience utilizing computers and related software (e.g. Microsoft Office products), experience providing customer service, and the ability to perform detail oriented tasks.

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