MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION

Position Title:	**Department:**	**Division/Section:**
Clerical Support – On Call	Sheriff's Office	Not Applicable
Classification:	**Per Hour:**	**Supervisor:**
On-Call / Part-time	$18.00 - $20.00	Chief Deputy
Supervision Exercised:	**Posting Date:**	**Deadline Date to Apply:**
None	November 18, 2025	December 5, 2025
Position Summary: Provide basic administrative support to the Sheriff's Office, on an "on-call" basis.		

RESPONSIBILITIES:

Under the direct supervision of the Sheriff's Office Administrator, this person will provide basic clerical and administrative coverage in the Sheriff's Office, in the absence of the Administrative Assistant, or when requested. While some hours will be scheduled, the person in this position is considered to be "On-Call" and must be available on short notice.

ESSENTIAL DUTIES:

- Correspondence in and out (departmental & inquires etc.) via email or paper.
- Retrieving, sorting, and distributing mail.
- Gathering information requested by other departments.
- Answering all telephone calls.
- Assisting the public as requested.
- Providing copies of reports as per written requests.
- Assisting Sheriff's Office personnel as requested.
- Assisting the District Attorney's office by providing paperwork as requested.
- Organizing, filing, and photocopying.
- Other administrative duties at the discretion of the Sheriff's Office Administrative staff.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Must have the ability to deal firmly and courteously with the public.
- Must possess good communication skills, both in person and on the telephone.
- Must have the ability to exercise sound judgement.
- Must be self-motivated.
- Must be dependable and report to work in a timely fashion.
- Must be proficient in Microsoft Word, Excel, and Outlook.
- Must have adequate clerical skills to perform assigned duties.
- Must have knowledge of all office equipment, including computers.
- Must be able to work under high-stress situations.
- Must maintain strict confidentiality regarding all department information.

ADDITIONAL REQUIREMENTS:

- Must possess a High School diploma or equivalency, plus one or two years of post-high-school education preferred.
- Preference will be given to candidates with prior clerical experience.
- Must be able to pass a background check.
- Must have a working phone.
- Must be available for work on short notice.
- Must pass pre-employment drug test.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Resume
- Copy of a valid Wisconsin Driver's license.

Please submit all required information to Chief Deputy Justin Hoffman at the Menominee County Sheriff's Department located at W3269 Courthouse Lane in Keshena, Wisconsin. Or mail the required information to:

Menominee County Sheriff's Office
Attn: Chief Deputy Justin Hoffman
P.O. Box 190
Keshena, WI 54135

Please call 715-799-3357 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.