



Now Hiring: Full-Time Administrative Assistant

The Crawford County Extension office is accepting applications for a Full-Time Clerk III. This position provides advanced administrative, program, marketing, communications, and educational materials support to the Extension Department and Extension educators. The position collaborates with staff to support educational programming, develop and distribute educational and promotional materials, coordinate program logistics, maintain communication platforms, and provide responsive, courteous, and efficient customer service in support of departmental operations and community outreach.

Starting pay is \$21.53/hr with a potential pay increase after 6 months.

This is a full-time, 37.5-hours a week, benefited position.

Minimum Qualifications: Graduate from an accredited high school or GED.

Vocational/Associate's degree in related field with advanced technical training; preferably supplemented by three years of office experience and some experience working with various socio-economic levels of public. Or any acceptable equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform the position's duties.

To Apply: Crawford County Job Applications are required for employment and are available on the [Crawford County website, www.crawfordcountywi.gov/jobs](http://www.crawfordcountywi.gov/jobs), or can be picked up from the Crawford County Clerk's office.

Email or mail **completed application, resume, and cover letter to:**

adam.hady@wisc.edu or Crawford County Clerk's Office, Attn: Adam Hady, 225 N. Beaumont Rd., Suite 210, Prairie du Chien, WI 53821.

For more information contact Adam Hady, via email adam.hady@wisc.edu or by phone at 608.403.1015

Applications will be accepted until September 30, 2026, at 4:30 pm.