

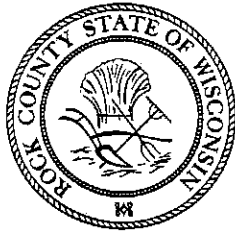
**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY

Jody Farmer
DRAFTED BY

Human Services Board
SUBMITTED BY

February 2, 2010
DATE DRAFTED



TITLE

RECOGNIZING ADMINISTRATIVE SUPPORT STAFF

1 **WHEREAS**, April 18-24, 2010 is observed as Administrative Professionals Week and April 21, 2010 is
 2 declared Administrative Professionals Day; and,
 3
 4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wish to commend
 5 the Administrative Professionals and Paraprofessionals in the Rock County Human Services Department for their
 6 excellence in administering services to the citizens of Rock County; and,
 7
 8 **WHEREAS**, the Human Services Department has a great number of administrative professionals and
 9 paraprofessionals in the Administrative Services, Accounting, Record and Quality Management and Economic
 10 Support Services Divisions serving in a wide variety of positions and assisting every Rock County Human
 11 Services program area; and,
 12
 13 **WHEREAS**, the Accountant, Account Clerk, Administrative Assistant, Application Support Specialist, Clerk,
 14 Clerk-Typist, Data Processing Operator, Information Processing Operator, Job Center Support Specialist, Legal
 15 Stenographer, Medical Record Technician, Release of Information Coordinator, Secretary, and Word Processing
 16 Operator perform a wide variety of duties which include, but are not limited to, taking meeting minutes,
 17 transcribing reports, managing records, setting up data bases, supporting applications, entering data, producing
 18 statistics, completing mandated state reports, issuing statements, paying bills, greeting visitors, answering
 19 telephones, inventorying forms, supplies and equipment, troubleshooting equipment problems, scheduling
 20 therapy appointments, collecting information, writing reports, and covering many other administrative functions
 21 for the Human Services Department.
 22
 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
 24 ^{25th of March} of April, 2010 commends all Rock County Human Services Administrative Professionals for their diligent
 25 efforts which make possible the delivery of services to the citizens of Rock County.
 26
 27 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
 28 resolution to the Rock County Human Services Department.

10-3B-528

Respectfully Submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

William N. Grahn
William Grahn

Absent
Sally Jean Weaver-Landers, Vice-Chair

Susan Masterson
Susan Masterson

Jennifer Bishop

Absent
Minnie Murry

Terry Thomas
Terry Thomas

Phillip Owens

Absent
Marvin Wopat