

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

April 14, 2014
DATE DRAFTED

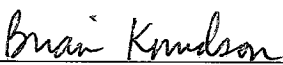
Recognizing HSD Administrative Professionals and Paraprofessionals

1 **WHEREAS**, April 20-26, 2014 is observed as Administrative Professionals Week and April 23, 2014
2 is declared Administrative Professionals Day; and,
3
4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wish
5 to commend the Administrative Professionals and Paraprofessionals in the Rock County Human
6 Services Department for their excellence in administering services to the citizens of Rock County;
7 and,
8
9 **WHEREAS**, the Human Services Department has a great number of administrative professionals and
10 paraprofessionals in all divisions throughout the Department, serving in a wide variety of positions
11 and assisting every Rock County Human Services program area; and,
12
13 **WHEREAS**, administrative professional and paraprofessional positions include Accountants,
14 Account Clerks, Administrative Assistants, Application Support Specialists, Clerks, Clerk-Typists,
15 Data Processing Operators, HSD Support Specialists, Information Processing Operators, Job Center
16 Support Specialists, Legal Stenographers, Medical Record Technicians, Program Analysts, Release of
17 Information Technicians, Secretaries, and Word Processing Operators; and,
18
19 **WHEREAS**, HSD administrative professionals and paraprofessionals have many responsibilities that
20 are crucial to the efficient functioning and smooth running of day-to-day operations which include,
21 but are not limited to, taking meeting minutes, transcribing reports, managing records, setting up and
22 maintaining databases, data entry, producing statistics and reports, completing mandated state reports,
23 issuing statements, paying bills, greeting visitors, answering telephones, inventorying forms, ordering
24 and maintaining supplies and equipment, troubleshooting equipment problems, scheduling
25 appointments, collecting information, and covering many other administrative functions for the
26 Human Services Department.
27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
29 assembled this 24 of April, 2014 commends all Rock County Human Services
30 Administrative Professionals and Paraprofessionals for their diligent efforts which make possible the
31 delivery of services to the citizens of Rock County.
32
33 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
34 of this resolution to the Rock County Human Services Department.


14-4C-013

Respectfully Submitted,

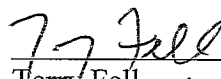
HUMAN SERVICES BOARD



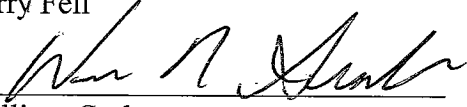
Brian Knudson, Chair



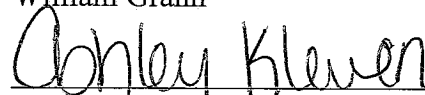
Sally Jean Weaver-Landers, Vice-Chair



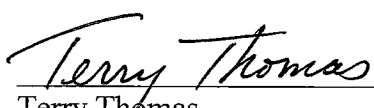
Terry Fell



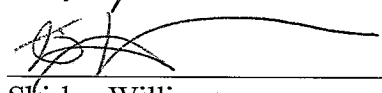
William Grahn



Ashley Kleven



Terry Thomas



Shirley Williams
