

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY

Patrick Singer
DRAFTED BY

Human Services Board
SUBMITTED BY

April 2, 2012
DATE DRAFTED



RECOGNIZING ADMINISTRATIVE SUPPORT STAFF

1 **WHEREAS**, April 22-28, 2012 is observed as Administrative Professionals Week and April 25, 2012
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 the Administrative Services, Accounting, Technology, Records and Quality
11 Management and Economic Support Services Divisions serving in a wide variety of positions and
12 assisting every Rock County Human Services program area; and,
13
14 **WHEREAS**, the Accountant, Account Clerk, Administrative Assistant, Application Support
15 Specialist, Clerk, Clerk-Typist, Data Processing Operator, Information Processing Operator, Job
16 Center Support Specialist, Legal Stenographer, Medical Record Technician, Release of Information
17 Coordinator, Secretary, and Word Processing Operator perform a wide variety of duties which
18 include, but are not limited to, taking meeting minutes, transcribing reports, managing records, setting
19 up databases, supporting applications, data entry, producing statistics, completing mandated state
20 reports, issuing statements, paying bills, greeting visitors, answering telephones, inventorying forms,
21 supplies and equipment, troubleshooting equipment problems, scheduling therapy appointments,
22 collecting information, writing reports, and covering many other administrative functions for the
23 Human Services Department.
24
25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
26 assembled this 26 of April, 2012 commends all Rock County Human Services
27 Administrative Professionals for their diligent efforts which make possible the delivery of services to
28 the citizens of Rock County.
29
30 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy
31 of this resolution to the Rock County Human Services Department.

12-4C-011

Respectfully Submitted,

HUMAN SERVICES BOARD

Absent

Brian Knudson, Chair

Phillip Owens

Sally Jean Weaver-Landers, Vice-Chair

Terry Thomas

Terry Fell

Shirley Williams

Absent

Robert Fizzell

Absent

Marvin Wopat

Kathy Kelm