



SUMMARY OF CURRENT JOB OPENINGS

As of 5/18/2012 1:05 PM – *subject to change*



DISCLAIMER: The City of Milwaukee offers this summary as a **convenience only**, and is **not** an official communication. For positions that have deadlines or extensions, receipt of applications may be discontinued at **any time** after the deadline without prior notice, *however, recruitment may continue until the needs of the City have been met.* Please refer to the **Job Announcement Bulletin (JAB)** at www.milwaukee.gov/jobs for the purpose; essential tasks; minimum education and experience requirements; knowledge, skills and abilities; and current salary of each job opening. For some positions, copies of college transcripts, certifications and/or licenses must accompany the application (*see the JAB*). *A resume may not be substituted for the application.*

JOB TITLE	APPLICATION DEADLINE
Database Associate, Dept of Admin – Information & Technology Management Division	Extended to 06/06/2012
Data Management Assistant, Milwaukee Public Schools	05/29/2012
Electronic Technician Assistant, Milwaukee Police Department	Extended to 05/29/2012
Mechanical Plan Examiner III, Department of City Development	Extended to 05/29/2012
Property Management Program Coordinator, Dept of Neighborhood Services	06/01/2012
Water Chemist II, DPW-Water Works	Extended to 05/29/2012
Continuous Recruitments (there is no application deadline for the following positions – *subject to change*):	
Bilingual School Secretary I (Spanish/English), Milwaukee Public Schools	
Food Service Manager Trainee, Milwaukee Public Schools	
Library Circulation Aide (part-time), Milwaukee Public Library <i>You must be at least 16 years of age AND a City of Milwaukee resident at the time of application AND current enrollment as a high school student OR college or technical school student for a minimum of 3 credits.</i>	
Office Assistant I, City of Milwaukee departments	
Office Assistant I, Bilingual – Spanish/English, City of Milwaukee departments	
Office Assistant I, Milwaukee Police Department	
Public Health Nurse, Milwaukee Health Department	
School Crossing Guard OR Substitute School Crossing Guard (part-time) – Call 935-7995 for an application.	
Substitute Handicapped Children’s Assistant, Milwaukee Public Schools	

There are four convenient ways to learn out about City of Milwaukee job openings...

INTERNET:	Visit www.milwaukee.gov/jobs to view job announcement bulletins and apply for <i>City of Milwaukee</i> jobs.
E-MAIL:	Visit www.milwaukee.gov/jobs/EnotifyJobs to receive timely notification of <i>City of Milwaukee</i> job openings by e-mail.
PHONE:	Call (414)286-5555 for a recording of current <i>City of Milwaukee</i> job openings.
IN PERSON:	Stop in Room 706 of City Hall to request copies of <i>City of Milwaukee</i> job announcement bulletins and applications. Office hours: Weekdays from 8:00 am – 4:45 pm; <i>closed major holidays</i>