

# GRADUATE INTERN (PART-TIME)

## Fire and Police Commission

*The eligible list resulting from this examination may be used to fill other graduate intern vacancies.*

**PURPOSE:** This position will conduct special projects, research, and analysis regarding various public safety issues.

**ESSENTIAL FUNCTIONS:** The incumbent will conduct research on a variety of policy areas affecting fire and police functions. The incumbent will provide assistance in analyzing data from the Milwaukee Fire and Police Departments, writing reports, maintaining databases, and responding to requests for information.

- **NOTE:** Graduate Interns normally work approximately 20 hours per week but may work as many as 40 hours per week during the summer. Graduate Interns cannot work in excess of 1,040 hours per year.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Current enrollment in or written acceptance for admission to a graduate-level program at an accredited college or university with a major in Criminal Justice, Psychology, Sociology, Public Administration, Public Policy, or a related field.

**NOTE:** College transcripts and letters of acceptance are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application; **OR**, sent to Box GI, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202; **OR**, e-mailed to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). *Student copies are acceptable.* Only applications with transcripts will be considered; applications without transcripts will be rejected.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- ❖ Ability to review, analyze and understand work related material to gather information and compile reports.
- ❖ Ability to communicate orally with culturally diverse individuals within and outside the organization.
- ❖ Ability to communicate in writing including business correspondence and writing reports.
- ❖ Ability to be thorough in the completion of assigned projects.
- ❖ Ability to think critically to find solutions to problems.
- ❖ Ability to manage multiple projects and deadlines.
- ❖ Ability to work both independently and as a member of a team.
- ❖ Ability to use advanced spreadsheet features.

### SALARY (7PN):

- The current starting hourly rate is \$14.13 for City of Milwaukee residents. The non-resident starting hourly rate is \$13.93. Graduate Interns are not entitled to receive benefits.

## ***Graduate Intern, part-time (Fire and Police Commission)***

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**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 7, 2014**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**APPLICATIONS** and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or by calling (414)286-3751.

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