OFFICE ASSISTANT II

Recruitment #1604-0478DS-001

List Type Original
Requesting Department Milwaukee Police Department
Open Date 4/26/2016
Filing Deadline 5/20/2016 11:59:00 PM
HR Analyst Kathy Verfurth

Purpose

The City of Milwaukee Police Department employs Office Assistants in all of its district stations. Under supervision, Office Assistants type letters, reports, records and other documents and perform a variety of clerical duties.

Essential Functions

- Prepare and process letters, email messages, reports, and other documents using a computer to ensure accuracy and completeness.
- File documents, and create, maintain, update and organize paper files, and electronic files.
- Operate a variety of standard office equipment including copiers, printers, and fax machines.
- Answer and respond to phone calls from citizens and coworkers.
- Enter, update, and maintain data in various databases using a computer.
- Proofread written materials to ensure accuracy and correct spelling, punctuation, grammar, and vocabulary.
- Prioritize and organize assigned work to meet deadlines.
- Assist in processing incoming and outgoing mail to ensure it reaches the proper recipients.
- Provide explanation of policies and procedures using proper communication skills.
- Provide customer service to citizens, other department, and outside agencies.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Conditions of Employment

- *Must be willing to work Second and/or Third shift.*
  - **Second Shift: 4:00 p.m. to 12:00 p.m.**
  - **Third Shift: 12:00 a.m. to 8:00 a.m.**

Minimum Requirements

1. Two years of experience in an office performing administrative support duties closely related to the above functions.

NOTE: Candidates will be required to pass a proficiency exam in Microsoft Office Suite (version 2010) that may include one or more of the following: Word, Excel.

Desirable Qualifications

- High School Diploma or GED

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of general office practices.
- Ability to accurately maintain numerical and alphabetical filing systems.
- Ability to plan, organize, and complete work assignments in a timely manner.
- Ability to perform basic mathematical calculations.
- Ability to read and comprehend work-related documents.
- Ability to type letters, memos, and email messages as well as enter data accurately.
- Knowledge of English writing mechanics and the ability to proofread documents and reports.
- Ability to maintain confidentiality.

Current Salary

THE CURRENT STARTING SALARY PG (6EN) for City of Milwaukee residents is $29,183 annually, and the non-resident starting salary is $28,467.

Selection Process

The selection process will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; 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.

INITIAL FILING DATE: The examination will be held as soon as practical after **May 20, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified 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.

Note: Candidates must pass a Milwaukee Police Department background investigation before hire.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286–3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.