



TRANSFER/PROMOTIONAL OPPORTUNITY

ADMINISTRATIVE ASSISTANT II
Employees' Retirement System

PURPOSE: The Administrative Assistant II provides administrative support to the Deputy Director and Chief Technology Officer and serves as a backup to the Office Supervisor II.

ESSENTIAL FUNCTIONS:

- **60%** Performs all duties and functions as secretary for the Deputy Director and the Chief Technology Officer of the ERS and their staff, including answering phones, receiving guests, filing, typing correspondence, scanning and coordinating meetings and calendars.
- **20%** Composes, types, and edits a variety of correspondence, reports, memoranda and other materials requiring judgment as to content, accuracy, and completeness at the direction of the Deputy Director and the Chief Technology Officer.
- **15%** Assists the Board Administrative Assistant in preparing Board Agendas, assembling Board and information packets for Board Members, keeping Board meeting records, etc.
- **5%** Provides backup to Board Administrative Assistant for meetings of Annuity and Pension Board and/or subcommittees. Answer inquiries from department and City agency personnel. Distribute monthly new retirements list.

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 status as a regularly appointed City of Milwaukee employee having passed probation for the current position held.
2. Four years of progressively responsible executive level administrative support required, with one year at the level of Office Assistant III.

Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Working knowledge of modern office practices and procedures.
- Ability to think independently, exercise sound judgment, and make good decisions.
- Ability to effectively plan, organize, prioritize, and accurately complete assignments in order to meet deadlines.
- Ability to recognize the need to and maintain confidentiality of information, reports and communications; honesty and integrity.
- Ability to manage multiple assignments within specified deadlines.
- Skill in listening and oral communication with the general public, elected officials, employees, governmental agencies and the media.
- Ability to draft and prepare clear, concise, and grammatically correct letters, memos, minutes, and other written documents.

- Skilled in Microsoft Office Suite computer software and web-based applications.
- Strong interpersonal skills, including the ability to interact positively and in a professional manner with a diverse group of internal and external customers and customer service skills.
- Ability to maintain composure in demanding situations.

SALARY (PR 6HN):

- The current starting salary is \$37,456 annually for City of Milwaukee residents. The non-resident starting salary is \$36,902 annually.

THE SELECTION PROCESS will be job-related and consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Employes' Retirement System reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be *transferred and/or promoted* to the position.

Note: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-3751.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202-3554, by calling 414-286-3751 or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: Beth Conradson Cleary, 789 N. Water Street, Suite 300; 414-286-2171, by November 8, 2013. Receipt of applications may be discontinued any time after that date.