



TRANSFER/PROMOTIONAL OPPORTUNITY

MICROCOMPUTER SERVICES ASSISTANT

(Milwaukee Fire Department)

This position will perform support functions to optimally meet department managers' needs and requirements using various types of microcomputer software.

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

ESSENTIAL FUNCTIONS:

- Create, modify, and use spreadsheets, graphs, databases, queries, reports, programs, labels, forms, flow charts, and tables tailored to the needs of various management personnel such as the Chief, Assistant Chief, Deputy Chiefs, Business Finance Manager, and Fire Personnel Officer.
- Utilize word processing and/or graphics software for reports, numbered notices, letters, and special projects including editing and composing.
- Maintain and modify various microcomputer data files as they relate to personnel, statistical, and apparatus records (i.e., vacations, paid off-days, transfers, special-duty hiring, compensatory time).
- Act as resource to bureau personnel including answering questions and addressing problems in areas such as personnel, records, payroll, and budget.
- Prepare and edit time cards for submission.
- Assist with special payroll-related projects.
- Process standard departmental charges and related documents including editing of specifications for proper disposition of matters relating to rule violations and discipline.
- Process reports, records, and billing for vehicle accidents including preparing vehicle accident Board of Review documents.

Note: Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday.

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

MINIMUM REQUIREMENTS:

- Current status and at least three months of experience as a regularly appointed Fire Department, Police Department, or general City of Milwaukee employee.
- Four years of progressively responsible office experience including at least one year of experience at or above the level of **Office Assistant III** performing duties closely related to this position.
- Coursework in Business Administration, Computer Science, or other related field of study **is desirable**.

Note: equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED.

- Knowledge of personal computers.
- Knowledge of office software such as Microsoft Word, Excel, Access and PowerPoint.
- Ability to be self-motivated.
- Problem-solving and analytical skills.
- Analytical skills.
- Organizational skills.
- Oral communication skills.

- Written communication skills.
- Ability to follow oral instructions.
- Ability to demonstrate patience and adaptability.

The Current Salary Range (460) is \$36,137 - \$40,500 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

APPLICATION PROCEDURE: You may get applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting our website at www.milwaukee.gov/der, or by calling 414-286-3751.

All applications must be returned to **Mary McDougall** at the **Milwaukee Fire Department**, 711 W. Wells Street, 3rd Floor, Milwaukee, WI 53233 by **August 12, 2005**.

#05-093TR JRS

07/22/05