



## ***TRANSFER/PROMOTIONAL OPPORTUNITY***

# **PROGRAM ASSISTANT I**

## **Department of City Development – Real Estate Division**

**PURPOSE:** To process the real estate documents and records for the sale of City-owned tax foreclosed residential 1-4 family properties.

### **ESSENTIAL FUNCTIONS:**

- 30%** Coordinate a variety of activities necessary for completing the sale of a property, including preparing settlement statement, affidavits, and disbursement of checks.
- 25%** Enter the accepted Offer to Purchase into Real Estate database.
- 15%** Order the title commitment/letter reports from the contracted title company for the sale of the foreclosed property.
- 10%** Assist with recording documents, processing easements and doing market research.
- 10%** Arrange for the deposit or reimbursement of funds related to real estate activities, including processing of sale proceeds, return of deposits and requisite bookkeeping functions.
- 6%** Prepare general real estate correspondence on an as-needed basis.
- 2%** Assist with the maintenance of inventory and property management records.
- 2%** Handle public information requests and prepare routine reports and correspondence.

*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 employee of the City of Milwaukee having passed the probationary period for the current position held.
2. Four years of clerical/administrative support experience, performing duties related to this position, with at least one year of experience at or above the Office Assistant III level.
  - **Note:** *Related education from an accredited college or university may substitute for experience on a year for year basis.*
3. Valid Driver's License at time of appointment and throughout employment.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Real Estate, Business Administration or related field.
- Experience working in residential property management and sales.
- Real Estate License

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS:**

- Ability to successfully deal with the public
- Possess tact and diplomacy
- Planning and organizing skills
- Ability to type and perform data entry

## ***Program Assistant I (DCD, Real Estate)***

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- Ability to compose and prepare grammatically correct memos, letters and general correspondence
- Skill in the use of Microsoft Word and Excel
- Ability to accurately maintain records

### **SALARY:**

- The current starting salary (PR5EN) is \$40,100 annually for City of Milwaukee residents. The non-resident starting salary is \$39,507 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments; written test, interview, or other assessment methods. The Department of Employee Relations and the Department of City Development 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 this position.

### **APPLICATION PROCEDURE:**

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, by calling (414) 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- **Applications should be returned to: Judith Allen, DCD Personnel Officer, 809 N Broadway, by November 15, 2013. Receipt of applications may be discontinued any time after this date.**

**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.

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