

PLEASE POST

CITY OF MILWAUKEE  
DEPARTMENT OF EMPLOYEE RELATIONS  
ROOM 706, CITY HALL



**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**Program Assistant I**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

**PURPOSE:**

The person in this position assists in the recruitment of job applicants, assists in the administration of oral examinations, types and copies civil service tests, enters applicant records into the applicant management system, and contacts raters and candidates regarding test arrangements.

**ESSENTIAL FUNCTIONS:**

- ◆ Type, copy, and distribute job announcements. Type and copy applications and training and experience questionnaires.
- ◆ Place advertisements in community newspapers, maintain advertising spreadsheet, and approve payment of bills.
- ◆ Answer inquiries from applicants, City employees, and City officials.
- ◆ Send correspondence, type all pertinent documents, and make other preparations for oral examinations, and provide day-of-exam support to board members, Human Resource Representatives and candidates.
- ◆ Type and copy written tests; serve as DER's coordinator for Western Regional Item Bank (WRIB).
- ◆ Enter information from employment applications into DER's computerized applicant management system.
- ◆ Compose and send routine letters to candidates, oral board raters, and others.
- ◆ Maintain spreadsheet of current and completed examinations assigned to staff.
- ◆ Create and maintain various filing systems, and type, update, and order forms as needed.
- ◆ Provide clerical support for the Human Resources Manager, Human Resource Representatives, and other staff members.
- ◆ Troubleshoot equipment problems (copier, fax machine, printers). Research and make recommendations for the acquisition of equipment for departmental use (e.g. copier).
- ◆ Perform other duties as assigned.

*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 and at least three months of experience as a regularly appointed full-time employee of the City of Milwaukee.
2. At least four years of clerical experience that included a substantial amount of typing, with at least one year of experience at or above the Office Assistant III level.

***NOTE:** Equivalent combinations of education and experience may also be considered.*

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Integrity and the ability to maintain confidentiality.
- Ability to type documents quickly and with a high degree of accuracy.
- Proficiency using Microsoft Word, including advanced features, as well as the ability to use spreadsheet software.
- Ability to perform accurate data entry and use DER's computerized applicant management system.
- Ability to communicate effectively orally – both in person and over the telephone – and a strong desire to serve the public.
- Ability to write clearly and concisely, along with the ability to carefully scrutinize written documents.
- Ability to establish collaborative working relationships with team members.
- Superior organizational skills, including the ability to maintain multiple filing systems.
- Ability to handle multiple priorities and work within tight time constraints.
- Ability to maintain composure regardless of frequent interruptions.
- Knowledge of office procedures.
- Familiarity with office equipment, including telephones, computers, copiers, and fax machines.

**THE CURRENT SALARY RANGE (460) is \$37,221 to \$41,715 annually with excellent benefits.**

***Program Assistant I (DER), page 2***

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related training, experience, and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral tests, 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.

**APPLICATION PROCEDURE:** You may obtain applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee WI 53202-3554, by visiting our web site at [www.milwaukee.gov/der](http://www.milwaukee.gov/der), or by calling 414.286.3751.

All completed applications should be returned to: **Marti Cargile**, Human Resources Representative, Department of Employee Relations, 200 E Wells St, Milwaukee WI 53202-3554 by **February 2, 2007.**

#07-012TR—MMC (SM)

1/19/07

EEO 501

*THE CITY OF MILWAUKEE IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES AND ENCOURAGES DIVERSITY.*