

ADMINISTRATIVE ASSISTANT II

Recruitment #1707-0414PD-001

List Type	Transfer/Promotional
Requesting Department	Milwaukee Police Department
Open Date	9/8/2017 11:00:00 AM
Filing Deadline	9/29/2017 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

The Administrative Assistant II performs administrative tasks to support the Assistant Chief of Police, Inspector of Police and Executive Command Staff. The incumbent provides a wide array of complex, administrative/support tasks which are independently initiated and performed with minimal direction or supervision.

ESSENTIAL FUNCTIONS

- Provide administrative support to the Assistant Chief of Police and various police staff, including the Inspector of Police and Executive Command Staff.
- Manage and prioritize all information and materials prior to conducting daily briefings.
- Maintain a database of both internal and external correspondence. Initiate and compose routine letters, reports, memoranda and presentations.
- Conduct follow-up on pending matters and prioritize incoming mail for the Assistant Chief and Inspector of Police's review.
- Manage the appointment calendar for the Assistant Chief of Police and Inspector of Police.
- Initiate meetings, prepare agendas, take minutes and prepare meeting summaries for distribution for Executive Command Staff and Division

Captains' Meetings. Define, coordinate, and distribute required materials for all meetings and presentations.

- Maintain filing systems and reports for all major incident reports and Out of Town Reports for the Inspector of Police.
- Process and follow-up on routine and some complex inquiries.
- Monitor confidential-comprehensive departmental reports; review for completeness and ensure distribution to respective staff members and departments.
- Monitor, verify and approve various payroll processes including overtime, payroll, flexible schedule, vacation and holidays, ensuring compliance of the Department's guidelines for each category.
- Coordinate travel arrangements with both the Assistant Chief of Police and Inspector of Police.
- Track and monitor internal investigations assigned to various command staff members.
- Review highly confidential internal investigations submitted by Command Staff for Assistant Chief of Police and Inspector of Police's approval.

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.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of progressively responsible office support experience including one year as an Office Assistant IV level.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of payroll processes, the Human Capital Management System (HCM) and City Time System.
- Knowledge of modern office practices and procedures.
- Ability to communicate effectively, both orally and in writing.
- 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.
- Written communication skills to proofread documents so that they are publication-ready; knowledge of all grammatical and punctuation conventions.
- Ability to communicate verbally with culturally diverse individuals at all levels inside and outside the organization.
- Ability to work well independently and as a team member.
- Ability to manage multiple assignments and schedules within specified deadlines.
- Ability to read, interpret and explain benefits, payroll deductions and leave policies and procedures.
- Superior organizational skills, including the ability to maintain multiple filing systems.
- Proficient using standard computer software programs such as word processing, spreadsheet, and payroll database.
- Ability to perform work with a high degree of accuracy.
- Ability to exhibit exemplary professionalism.
- Ability to think critically and analytically.
- Ability to work with sensitive information.
- Ability to work effectively under pressure and tight time constraints.
- Integrity and the ability to maintain complete confidentiality.

CURRENT SALARY

The current salary range (Pay Range 6HN) for City of Milwaukee residents is \$37,456 - \$41,863 annually, and the non-resident salary range is \$36,537-\$40,836.

SELECTION PROCESS

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 tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department 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:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.