

## OFFICE ASSISTANT IV

Recruitment #1905-0480DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DEPT OF CITY DEVELOPMENT
<b>Open Date</b>	5/21/2019 11:00:00 AM
<b>Filing Deadline</b>	6/11/2019 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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### INTRODUCTION

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

### PURPOSE

Under the direction of the In Rem Property Disposition Manager, the Office Assistant IV is responsible for clerical support, bookkeeping, database management and reporting, and general real estate office administrative tasks.

### ESSENTIAL FUNCTIONS

- Maintain a computerized data management system and prepare automated reports upon request.
- Enter data for improved property sales into the real estate database.
- Use the real estate database system to prepare legal and technical documents, such as offers to purchase, deeds, resolutions, statistical reports, letters and memoranda.
- Arrange for the deposit or disbursement of funds related to real estate activities, including processing sale proceeds, rent payments and return of deposits, issuing receipts, and requisite bookkeeping functions.
- Process and maintain purchasing records for services, supplies and contracts related to real estate functions.
- Document and dispatch calls for service, both over the phone and in person.
- Prepare general real estate correspondence.

- Intake and distribute incoming and outgoing correspondence.
- Review and process mail.
- Maintain filing system and record retention for City properties, including updating of technical reference documents such as building and zoning code manuals, state and federal procedural handbooks and legal and governmental proceedings journals.
- Reception duties, including the handling of general walk-in and telephone inquiries from the public and brokers.
- Provide quality and detailed customer service to internal and external customers.

*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 clerical experience performing duties related to this position.

*Equivalent combinations of education and experience may be considered.*

**IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

## DESIRABLE QUALIFICATIONS

- Experience in real estate, title, mortgage or banking office support.
- Experience training and directing other clerical staff.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to perform job responsibilities with accuracy and attention to detail.
- Ability to prepare clear and concise correspondence and reports.
- Ability to read and interpret work related documents.
- Proficiency using computer applications, including word processing and database applications.

- Excellent oral and written communication skills to professionally, effectively, and efficiently interact with a diverse group of internal and external customers.
- Exceptional customer service and interpersonal skills.
- Ability to think critically and analytically to problem-solve, make decisions and use sound judgment.
- Ability to perform basic mathematical functions related to sale proceeds, bookkeeping and processing payments.
- Ability to work in a team environment and maintain good working relationships.
- Ability to multi-task and meet varying deadlines regularly.
- Ability to accurately maintain numerical and alphabetical filing systems.
- Ability to maintain confidentiality regarding all work activities.
- Ability to exhibit exemplary professionalism.

### CURRENT SALARY

The current salary range (Pay Range 6HN) for City of Milwaukee resident is \$37,830-\$ 41,863 annually, and the non-resident salary range is \$36,902-\$40,836. *Appointment will be made in accordance with the provisions of the salary ordinance.*

### 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 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 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](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO 603

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