

ADMINISTRATIVE ASSISTANT II

Recruitment #1807-0414NR-001

List Type	Original
Requesting Department	EMPLOYES' RETIREMENT SYSTEM
Open Date	7/13/2018 4:15:00 PM
Filing Deadline	8/3/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

The Administrative Assistant II performs complex clerical, secretarial and administrative work for the Deputy Director of Employees' Retirement System and the Chief Investment Officer. The incumbent serves as backup for the Employees' Retirement Board's Administrative Assistant.

ESSENTIAL FUNCTIONS

- Provide administrative support to the Chief Investment Officer, the Deputy Director and their staff by answering phones, receiving guests, filing, typing correspondence and coordinating meetings and calendars.
- Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Assist the Board Administrative Assistant in preparing board agendas, assembling board and information packets and maintaining board meeting records.

- Serve as backup to Board Administrative Assistant for meetings of Annuity and Pension Board and/or subcommittees.

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. Four years of progressively responsible administrative support experience performing duties related to the position.

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

- Written communication skills; including the ability to produce and proofread correspondence, reports, and other documents.
- Customer service skills and the ability to utilize proper phone etiquette.
- Oral communication skills to professionally, effectively, and efficiently interact with a diverse group of internal and external customers.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to work well independently and as part of a team.
- Knowledge of software applications such as word processing, email, presentation software and spreadsheets; skill in using these programs at an intermediate level.
- Ability to read and understand work-related documents.
- Time management skills, including the ability to manage multiple and competing priorities.
- Ability to think critically and analytically.
- Ability to perform job responsibilities with accuracy and attention to detail.
- Honesty, integrity, sound judgment, and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 6HN) for City of Milwaukee residents 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.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, August 3, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE:

- APPLICATIONS and further information may be accessed by visiting, www.jobaps.com/MIL.
- 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 at 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.