

ADMINISTRATIVE ASSISTANT III

Recruitment #1512-0415NR-001

List Type Original

Requesting Department MUNICIPAL COURT

Open Date 3/11/2016 11:59:00 PM

Filing Deadline 4/1/2016 11:59:00 PM

HR Analyst La'Neka Horton

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

Under the direction of the Chief Court Administrator, the Administrative Assistant III serves as the sole clerical support to the Municipal Judges and the Court's management team.

Essential Functions

- Provide assistance with budget preparation which includes: Purchasing, Financial Information System (FMIS) payment processing and monitoring, budget control and procurement.
- Provide assistance with contract management, facilities management and telephone coordination.
- Perform general office functions including: Scheduling of court interpreters, securing alternate judges, managing inventory and ordering supplies.
- Provide confidential assistance to the five members of the management team.
- Provide confidential support to three elected judges.
- Provide assistance with facilities management including follow-up on daily reports of equipment or building issues, accepting deliveries and maintaining records for keys issued to all staff.
- Performs personnel payroll and reporting functions including: Time entry, payroll processing and adjustments to City Time, and preparation of reports.
- Perform functions using Human Resources Management System (HRMS).
- Coordinate interpreter services for all languages including scheduling on-staff interpreter for Spanish-English interpreting needs as well as telephonic or in person interpreters for other languages.

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 experience performing duties related to the essential functions of the position.

Administrative Assistant III (Municipal Court)

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

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of principles and processes for providing customer service.
- Knowledge of business and management principles involved in the coordination of people and resources.
- Ability to analyze budget-related financial information.
- Ability to read and understand information and ideas presented in writing.
- Ability to listen to and understand information and ideas presented verbally.
- Ability to read and interpret work-related documents.
- Ability to communicate information and ideas in writing such as business correspondence, and emails, clearly and effectively to people at all levels of the organization.
- Ability to work well independently.
- Ability to maintain confidentiality.
- Ability to use Microsoft Excel, PowerPoint and Word at a high level of level of proficiency.
- Ability to use logic and reasoning to identify problems and make sound decisions.
- Ability to organize work to effectively and efficiently utilize resources to accomplish multiple tasks according to deadlines.

Current Salary

THE CURRENT STARTING SALARY (PG5FN) for City of Milwaukee residents is \$42,539 annually, and for non-residents is \$41,495.

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 **April 1, 2016**. 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.

- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of***

uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

APPLICATION INSTRUCTIONS

- APPLICATIONS and further information may 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.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves