

Administrative Assistant III

Department of Employee Relations - Administration

PURPOSE: The Administrative Assistant III serves as the confidential secretary to the Director of Employee Relations and to the City Labor Negotiator, as well as the coordinator and recording secretary for the Milwaukee City Service Commission.

ESSENTIAL FUNCTIONS:

- ◆ Serves as coordinator and recording secretary for the Milwaukee City Service Commission by scheduling all meetings, preparing agendas, public notices and correspondence on behalf of the Commission, maintaining historical records of actions, creating and maintaining minutes, staffing pre and post commission meetings, referring agenda items to staff and coordinating responses. Communicates with departmental personnel, labor representatives and others regarding commission schedules, issues and actions. Prepares draft stipulations and final documents for pre-hearing conferences regarding disciplinary appeal hearings. Prepares and coordinates Civil Service Commission rule change procedures.
- ◆ Provides administrative and executive, confidential secretarial support to the Director of Employee Relations by receiving, sorting and distributing mail and correspondence, composing correspondence and memoranda on behalf of the director, performing general research, data compilation and record maintenance, answering and routing calls and visitors and managing the director's calendar. Also prepares and distributes related policies, procedures and guidelines.
- ◆ Serves as confidential secretary to the City Labor Negotiator. Coordinates activities, records and schedules associated with grievances and grievance administration, routes incoming calls and visitors, organizes grievances, prohibited practices and arbitration awards. Maintains documents, minutes, dispensations and other related records.
- ◆ Performs general administrative functions for the Department of Employee Relations, such as providing administrative support to the Equal Rights Commission, coordinating departmental record retention, assisting with payroll and test administration functions and serving as blood drive coordinator for the bi-annual city of Milwaukee blood drive.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Four years of administrative experience related to the position, including at least one year of experience serving as a secretary to a board or commission or in a legal-support capacity.
Equivalent combinations of education and experience may also be considered.
2. Residency in the city of Milwaukee within six months of appointment and throughout employment.

CONDITION OF EMPLOYMENT:

1. Must be able to work evenings, as scheduled in advance.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent customer service skills
- ◆ Ability to compose correspondence with limited direction
- ◆ Ability to work with confidential and sensitive information
- ◆ Skill in detail orientation
- ◆ Ability to learn, interpret and explain rules and regulations
- ◆ Ability to multi-task
- ◆ Advanced-level knowledge of Microsoft Office applications
- ◆ Strong organizational skills
- ◆ Ability to exercise tact and discretion in dealing with staff and officials at all levels within and outside city government

THE CURRENT SALARY RANGE (530) is: \$41,495 - \$46,975 annually with excellent benefits. Recruitment is at the beginning of the pay range, in accordance with the provisions of the city of Milwaukee Salary Ordinance.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations 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.

The examination will be held as soon as practical after **February 19, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment will be continued until the needs of the City are met. Qualified candidates will be notified by mail of the date, time and location of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.