

COLLEGE INTERN

Board of Zoning Appeals

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: The College Intern is assigned to assist in the day-to-day office operations of the Board of Zoning Appeals office. This person works on a part-time basis while enrolled in college.

ESSENTIAL FUNCTIONS:

- Assist appellants filing applications, provide information about Board procedures, timing and requirements.
- Prepare application for processing, review materials for clarity and accuracy.
- Assist in monthly hearing preparations, organization of case files, mailings and notices, and prepare of materials for Board members.
- Assemble and file cases after hearings.
- Assist in the preparation of files for Circuit Court and open records requests.
- Participate in the implementation of new technology related to case tracking and records management.
- Work on special projects as assigned.

College Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.

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

MINIMUM REQUIREMENTS:

1. Current enrollment as a Sophomore or higher in an accredited college or university, including course work in Business Management, Public Administration, Urban Planning, Urban Studies, or a closely related field.

NOTE: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application; **OR**, sent to Box CI, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202; **OR**, e-mailed to staffinginfo@milwaukee.gov. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Strong oral and written communication skills.
- Ability to follow through on assignments and long-term projects.
- Strong attention to detail and demonstrated proofreading skills.
- Ability to exercise sound judgment and strong sense of integrity.
- Ability to work with the public and department personnel.
- Ability to work independently and as a member of a team.

SALARY (9IN):

The current starting hourly rate is \$10.34 for City of Milwaukee residents. The non-resident starting hourly rate is \$10.09.

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.

The examination will be held as soon as practical after **August 28, 2014**. 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.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.