

# GRADUATE INTERN

## Recruitment #2003-0498-003

List Type	Original
Requesting Department	COMMON COUNCIL - CITY CLERK
Open Date	3/31/2020 10:07:00 AM
Filing Deadline	4/21/2020 11:59:00 PM
HR Analyst	Deidre Steward

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### INTRODUCTION

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

### PURPOSE

Under the direction of the Senior Planner, the Graduate Intern conducts special projects, research, and analysis regarding various historic preservation issues.

### ESSENTIAL FUNCTIONS

- Research buildings to determine eligibility for historic designation, including building permit records, tax rolls, deeds, probate records, vital statistics, on-site examination of properties, published histories, city directories and oral interviews, among other sources.
- Produce written findings based on research conducted; prepare portions of study reports for historic designation process.
- Assist in the preparation for meetings of the Historic Preservation Commission (HPC) to include scanning materials when necessary and preparing presentation materials, maps and images.
- Assist in backgrounds work for planning reviews by performing site evaluations, checking permit records and other research sources.
- Assist in the preparation of Power Point presentations both for the HPC and for general lectures.
- Assist with processing Certificate of Appropriateness (COA) requests and decision letters; research dates of changes to buildings and evaluate incoming projects.
- Assist in adding plans, elevations, and details to the Preservation Portfolio and; in publishing the Portfolio online.

*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.*

### CONDITIONS OF EMPLOYMENT

- Must be able to perform light physical work, exerting up to 10 lbs. of force occasionally and lifting and moving objects weighing up to 20 lbs. frequently.
- Must be able to perform physical activities that require sitting or standing for extended periods of time (indoor/outdoor) environments.

### MINIMUM REQUIREMENTS

1. Current enrollment in or written acceptance of admission to a graduate –level program, with a major in architecture, architectural history, art history, historic preservation, history, or a related field at an accredited college or university.
2. Valid driver's license at time of application and throughout employment.

**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 attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

## DESIRABLE QUALIFICATIONS

- Familiarity with architectural history, historic styles and the periods during which they were popular.
- Completion of at least one course in 19th or 20th century U.S. architectural history.
- Familiarity with architectural design in order to assist staff and property owners with repairs and construction of such features as porches, accessory buildings, additions, and landscaping.
- Basic photography skills.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to review, analyze and understand work related materials to gather information and compile reports.
- Ability to communicate in writing, including business correspondence and writing reports.
- Ability to read and understand work-related documents such as reports, publications, architectural drawings, and maps.
- Ability to be thorough in the completion of assigned projects.
- Knowledge of office systems and procedures, and proficiency with Microsoft Office suite software (PowerPoint, Word, Excel, Outlook).
- Strong research, writing and presentation skills.
- Ability to work both independently and in a team environment.
- Ability to professionally, effectively, and efficiently interact with a diverse group of internal and external customers, such as citizens, elected officials, and colleagues.
- Ability to think critically to find solutions to problems.
- Ability to manage multiple projects and deadlines.
- Ability to work both independently and as a member of a team.
- Honesty and integrity and the ability to maintain confidentiality.

## CURRENT SALARY

The current starting hourly rate (Pay Range 9PN) is \$14.28, and the resident incentive hourly rate for City of Milwaukee residents is \$14.71.

## 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.

The examination will be held as soon as practical after **Tuesday, April 21, 2020**. 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

**APPLICATIONS** and further information can be accessed by visiting <http://city.milwaukee.gov/jobs>.

- 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 605*

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