

## OFFICE ASSISTANT II

Recruitment #1904-0478DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-ADMIN
<b>Open Date</b>	4/3/2019 11:05:00 AM
<b>Filing Deadline</b>	4/24/2019 11:59:00 PM
<b>HR Analyst</b>	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

Under the direction of the Business Operations Manager, the Office Assistant II creates and maintains all grant related project files and excel spreadsheets.

### ESSENTIAL FUNCTIONS

- Prepare and process memos, letters, reports, and general correspondence using a computer, ensuring accuracy and completeness.
- Pick-up, process and deliver mail to various sections within the Department of Public Works Infrastructure Services Divisions and the Department of Public Works Administration Office. Deliveries may include other areas within the City Hall Complex.
- Create and maintain folders for all grant-related projects.
- Create and update Project History sheets for all grant related projects.
- Print monthly status reports from Project Managers and file reports in project folders.

- Type invoice transmittal letters; photocopy backup information for invoices, distribute and mail. Email status of invoice transmittal letters to Wisconsin Department of Transportation.
- Track status of invoice transmittal letters and receipt of Wisconsin Department of Transportation payments in Excel.
- Track related project closeouts in Excel through their completion and prepare files for Record Retention.
- Maintain filing system for all grant related projects.

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 medium physical work, exerting up to 50 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.

## MINIMUM REQUIREMENTS

1. One year of experience in an office setting performing clerical and administrative support duties closely related to the above functions.

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

**NOTE:** Candidates will be required to pass a proficiency exam in Microsoft Office Suite (version 2010) that may include: Word and Excel.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of general office practices and procedures.
- Ability to accurately maintain numerical and alphabetical filing systems.
- Ability to type letters, memos, and email messages as well as enter data accurately.
- Ability to proofread written materials to ensure accuracy and correct spelling, punctuation, grammar and vocabulary.
- Ability to enter, update and maintain data in various databases using a computer.
- Ability to plan, organize, and complete work assignments in a timely manner.

- Ability to operate a ten-key calculator to perform basic mathematical calculations.
- Familiarity with office equipment, including telephones, computers, copiers and fax machines.
- Ability to read and comprehend work-related documents.
- Ability to explain policies and procedures using proper communication skills.
- Oral communication skills to effectively respond on the phone and in person.
- Ability to establish and maintain effective working relationships with citizens, other departments and outside agencies.
- Ability to work in a collaborative environment with people whose backgrounds may differ from one's own.
- Ability to maintain confidentiality in the work place.
- Ability to interact with the public with tact and diplomacy.

## CURRENT SALARY

**THE STARTING SALARY (PAY RANGE 6EN)** for City of Milwaukee residents is **\$30,529** annually and the non-resident starting salary is **\$29,780** annually.

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/Benefits2019>

## 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 **Wednesday, April 24, 2019**. 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 may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- 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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

#### **CONCLUSION**

*EEO 601*

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