

OFFICE ASSISTANT II - DPW-Infrastructure Admin.

Recruitment #2103-0478DC-002

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	4/1/2021 5:30:00 PM
Filing Deadline	4/22/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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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.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Office Assistant II supports Department of Public Works (DPW)-Infrastructure Division operations by performing file and record keeping; typing reports, letters, reports and correspondence; and processing mail services for the work group.

ESSENTIAL FUNCTIONS

Administrative Duties

- Create and maintain folders for all grant related projects.
- Create and update project history sheets for grant related projects.
- Print monthly status reports from project managers and file reports in project folders.

- Type invoice transmittal letters for various sections within DPW Infrastructure Services Divisions.
- Photocopy backup information for invoices and distribute and mail them.
- Send invoice transmittal letters to the Wisconsin Department of Transportation (DOT) via email and track the status in a Microsoft Excel spreadsheet.
- Send final statements to project managers via email, request authority to close out grant related projects, and track the status of final statements using Excel.
- Track project closeouts in Excel through their completion and prepare files for records retention.
- Maintain filing systems for grant project folders, design and construction contract folders, and vendor invoices.

Mail Services

- Pick up and deliver mail to various sections within the DPW Infrastructure Services Divisions, the DPW Administration Office, and other areas within the City Hall Complex.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

***** The Office Assistant II is considered essential staff during the current public health emergency. *****

- The Office Assistant II must be able to exert up to 50 lbs. of force infrequently and lift and move objects weighing up to 20 lbs. frequently.

MINIMUM REQUIREMENTS

1. **One year of full-time equivalent experience in an office setting performing administrative support duties closely related to the above functions, including using word processing and spreadsheet software to prepare documents and enter data, organizing paper and electronic files, serving customers, and processing mail.**

Equivalent combinations of education and experience may be considered.

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 may be considered incomplete and may 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.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Administrative

- Knowledge of general office procedures, systems and terminology.
- Ability to read and understand work-related documents.
- Proficiency using the basic features of word processing and email software to type correspondence.
- Ability to enter and edit data accurately.
- Knowledge of proper English writing mechanics and the ability to proofread documents and reports.
- Ability to accurately maintain numerical and alphabetical filing systems.
- Ability to organize and complete work assignments in a timely manner.
- Ability to perform basic mathematical calculations to be able to double-check invoices, statements and supply orders.
- Ability to follow instructions given by superiors.

Customer Service and Interpersonal

- Customer service skills, empathy and tact to be able to serve the public and represent the department positively.
- Interpersonal skills to positively and effectively interact with staff, other City departments, outside agencies, the public and City officials.
- Teamwork skills and ability to work cooperatively with people whose backgrounds may differ from one's own.
- Ability to maintain confidentiality.

CURRENT SALARY

The current starting salary (salary range 6EN) is \$30,529 and the resident incentive starting salary for City of Milwaukee residents is \$31,445.

BENEFITS

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 <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE - The examination will be held as soon as practical after the deadline listed above. 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 first step in the selection process is a written test for all applicants who meet the minimum qualifications. Candidates who pass the written test will be invited in score order to take a proficiency exam in Microsoft Word, Excel, and Outlook (Version 2010); candidates who pass the proficiency exam will be placed on the eligible list.*

The Written Examination is scheduled as follows (subject to change):

Written Examination:	Between May 5-7, 2021 and May 10-13, 2021
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ADDITIONAL INFORMATION

- 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.

CONCLUSION

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