

OFFICE ASSISTANT III

Recruitment #1504-0479DC-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 8/24/2015

Filing Deadline 9/18/2015 11:59:00 PM

HR Analyst Kathy Verfurth

PURPOSE

Performs clerical work that requires a thorough understanding of administrative procedures, attention to details, independent judgment, and customer service skills. May act as a lead worker; directing a small clerical staff.

ESSENTIAL FUNCTIONS

- Prepares and assists in the compilation and completion of various reports, correspondence, procedures, forms, and schedules using computers and related software programs.
- Assumes lead responsibility for coordinating operations of office, including directing and training clerical staff and cross-training other staff as appropriate.
- Oversees and participates in the maintenance of established systems for data, filing, records, and report management.
- Composes and types a variety of standard correspondence and form letters and statistical and financial statements requiring research of department files and records.
- Provides customer service assistance to a wide variety of customer both other the telephone and in person.
- Operates a variety of standard office equipment, such as computer, printers, copiers, and fax machines.

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.

MINIMUM REQUIREMENTS

1. A minimum of four years of office support experience coordinating and working on a variety of clerical assignments related to the essential functions listed above.
 - **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 your college/university name, your name, the degree completed (if applicable) and the date completed.
 - *Equivalent combinations of education, training and experience may also be considered.*
 - **NOTE:** Candidates who meet the minimum requirements for Office Assistant III and pass a written exam will be required to pass a proficiency exam in Microsoft Word and Excel (*version 2010*).

DESIRABLE QUALIFICATIONS

- Ability to direct other clerical staff is desirable.

Office Assistant III (Health Department)

- Ability to train other clerical staff is desirable.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Customer service and interpersonal skills.
- Effective oral and written communication skills.
- Ability to perform basic math calculations.
- Ability to work in a team environment and to maintain good working relationships with multi-cultural public, coworkers and employees from other city departments.
- Ability to maintain confidentiality regarding all work activities.
- Ability to multi-task and meet varying deadlines regularly.
- Ability to accurately maintain numerical and alphabetical filing systems.

CURRENT SALARY

The current starting salary (6FN) is: \$34,717 annually for City residents and \$33,865 annually for non-residents.

SELECTION PROCESS

The selection 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 **September 18, 2015**. 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

- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.***