

# ADMINISTRATIVE ASSISTANT I-PD

Recruitment #2010-0413PD-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	11/6/2020 08:30:00 AM
<b>Filing Deadline</b>	11/30/2020 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY \*\***

**\*\* THIS IS A FIRST-SHIFT POSITION. \*\***

## PURPOSE

The Administrative Assistant I functions as the confidential assistant to the commander and supervisors of the Milwaukee Police Department (MPD) Forensics Division, performing an array of administrative tasks and serving as lead worker for clerical staff and police aides.

## ESSENTIAL FUNCTIONS

- Serve as lead worker for divisional clerical staff, including scheduling and training new staff.
- Supervise police aides who perform fingerprinting, photo uploading, and other duties. Coordinate special duty assignments with other MPD sections. Provide training and give input for monthly evaluations.
- Provide operational oversight for the \$100,000 divisional budget, including maintaining logs of financial information, purchasing specialized equipment, setting up special accounts, monitoring the payment process, and communicating with vendors via phone and email.
- Assist the captain and forensic supervisors by compiling statistics and preparing confidential reports.
- Process confidential requests for corrections to arrest records per Wisconsin Department of Justice (DOJ) guidelines.
- Maintain confidential divisional personnel and office files, both physical and electronic.

- Complete biweekly divisional payroll by ensuring the accuracy of schedules in the TIME System, updating as necessary, and monitoring sick leave usage and other discretionary time off. Train divisional users on the use of the TIME System.
- Field phone inquiries, maintain office equipment, and handle fingerprinting scheduling for City applicants.

*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. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Three years of administrative support experience in an office setting, including performing tasks such as maintaining confidential files, monitoring expenditures, and compiling data for reports.

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

**IMPORTANT NOTE:** *To receive credit for college coursework, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable), and the degree completion date.*

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public sector administrative and clerical procedures and systems.
- Ability to read and understand work-related documents.
- Knowledge of mathematics and the ability to make accurate calculations to be able to monitor expenditures, complete payroll, and compile statistics.
- Ability to learn and use the TIME System and the City's financial management information system; ability to use word processing, spreadsheet, and database software.
- Ability to learn purchasing procedures.
- Ability to organize and maintain manual and digital files and schedules.
- Written and oral communication skills to be able to clearly share information with staff and visitors.
- Customer service skills and the ability to respond to inquiries with tact, diplomacy, and discretion.

- Ability to work effectively and cooperatively with executive command staff, sworn members, and civilians whose backgrounds may differ from one's own.
- Ability to provide direction and on-the-job training to divisional clerical staff and police aides.
- Ability to plan and prioritize assignments and produce accurate work by set deadlines.
- Ability to handle frequent interruptions and changing priorities.
- Ability to use independent judgment to perform essential tasks under general direction.
- Ability to maintain the utmost confidentiality regarding all work-related matters.
- Willingness to work with various forensics-related materials, such as photos, video, and latent prints.

## CURRENT SALARY

The current starting salary (Pay Range 6GN) is \$36,252 annually, and the resident incentive starting salary for City of Milwaukee residents is \$37,340. *Appointment will be made in accordance with the provisions of the salary ordinance.*

## 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 and the Milwaukee Police Department reserve 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.

***NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

## ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- 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 603**

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