

ADMINISTRATIVE ASSISTANT III

Recruitment #1811-0415PD-001

List Type	Transfer/Promotional
Requesting Department	Milwaukee Police Department
Open Date	12/7/2018 08:00:00 AM
Filing Deadline	12/21/2018 11:59:00 PM
HR Analyst	Marti Cargile

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INTRODUCTION

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

PURPOSE

The Administrative Assistant III serves as the confidential administrative assistant to the Executive Command Staff of the Milwaukee Police Department (MPD), performing a wide array of complex administrative support tasks.

ESSENTIAL FUNCTIONS

- Prioritize information and materials prior to daily briefings.
- Maintain a database of internal and external correspondence. Conduct follow-up on pending matters, and prioritize incoming mail for superiors' review. Initiate and compose routine letters, reports, memoranda, and presentations.
- Manage superiors' appointment calendars. Initiate meetings, prepare agendas, take minutes, and prepare meeting summaries. Handle distribution of materials for meetings and presentations.
- Screen telephone calls and visitors, and resolve routine and complex inquiries.
- Monitor receipt of multiple confidential Department reports, review for completeness, and handle distribution.
- Coordinate, process, and track required documents for U-Visa requests submitted to the Department.
- Maintain key files for the Inspector of Police.

- Prepare the bi-weekly supply requisition.
- Create and distribute weekly rosters for superiors. Process and monitor bi-weekly payroll. Monitor overtime, payroll, flexible schedules, vacation days, holidays, and off days for commanding officers, ensuring compliance with the Department's guidelines.
- Query financial data, and provide direction to Command Staff members when they are not in compliance.
- Coordinate travel arrangements for superiors. Review travel and training requests for accuracy and completeness, and verify that requests are in compliance with Department and City fiscal guidelines. Advise members of required action as necessary.
- Review the Travel Expenditures Report prepared by the Budget and Administration Manager for accuracy; alert the manager of any discrepancies.
- Maintain the database and prepare correspondence for Nuisance Property Billings. Initiate notification to respective Alderperson's Office and the Department of Neighborhood Services (DNS); prepare board-up requests, and initiate follow-up on behalf of the Department of Public Works (DPW).
- Maintain, monitor, and edit the Directed Patrol Mission database for all work locations.
- Track and monitor internal investigations assigned to various Command Staff members. Review highly-confidential internal investigations submitted by Command Staff for the approval of the Assistant Chief of Police and Inspector of Police; advise if changes are necessary.
- Query the database capturing information pertaining to personnel data for review by the Command Staff.
- Research and provide statistical data for review by superiors.
- Maintain the record retention schedule; destroy data, files, and correspondence according to Department guidelines and the Wisconsin State Open Records Law.

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

- The Administrative Assistant III may be required to work overtime on occasion to meet departmental needs.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of progressively responsible administrative experience performing duties related to the essential functions of this position, with at least one year in an Administrative Assistant II, Office Assistant IV, or comparable role.

Equivalent combinations of education and experience may be considered.

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. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Official or unofficial transcripts are acceptable.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public sector administrative and clerical procedures and systems.
- Knowledge of customer service principles and the ability to respond to inquiries with tact, diplomacy, and discretion.
- Ability to read and understand work-related documents.
- Knowledge of mathematics and the ability to make accurate calculations to be able to monitor expenditures and payroll.
- Written communication skills to be able to compose clear and error-free correspondence and reports.
- Oral communication skills so as to clearly convey information to staff and visitors alike.
- Ability to work effectively and cooperatively with executive command staff, sworn members, and civilians whose backgrounds may differ from one's own.
- Proficiency using the advanced functions of word processing, spreadsheet, and database software.
- Ability to learn and use enterprise applications such as SharePoint, the Continuing Education & Request Travel/Training (CERTT) application, CityTime, Department Intranet Directives, and the City's human resources management and financial management information systems.
- Ability to organize and maintain manual and digital files, records, and schedules.
- Ability to plan and prioritize assignments and produce accurate work by established deadlines.
- Ability to cope with frequent interruptions, changing priorities, and stressful situations.

- Ability to use independent judgment to perform essential tasks under general direction.
- Ability to maintain the highest degree of confidentiality regarding all work-related matters.
- Ability to exhibit professionalism, confidence, trustworthiness, and dependability.

CURRENT SALARY

The current salary range (Pay Range 5FN) for City of Milwaukee residents is \$42,539-\$48,248 annually, and the non-resident salary range is \$41,495-\$47,065.

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: evaluation(s) of related education, experience, and accomplishments, written test(s), interview(s), or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, 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 selection process will be held as soon as practical after **Friday, December 21, 2018**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

Note 1: To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Note that depending upon your job duties, your application may be rejected if you have been convicted of a felony.

Note 2: 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.
- 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.