

OFFICE ASSISTANT III

Recruitment #1706-0479DC-001

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|------------------------------|------------------------------------|
| List Type | Transfer/Promotional |
| Requesting Department | DPW-INFRASTRUCTURE-STREETS/BRIDGES |
| Open Date | 6/27/2017 |
| Filing Deadline | 7/11/2017 11:59:00 PM |
| HR Analyst | Emily Keeley |

INTRODUCTION

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

PURPOSE

The Office Assistant III in the Infrastructure Services section of the Department of Public Works performs clerical functions in support of the design, field engineering, programming, estimating and special assessment units.

ESSENTIAL FUNCTIONS

- Assist the Project Programming Engineer with preparing Common Council resolutions, special assessments, certificates, special improvement billings, aldermanic survey letters, obstruction letters, and official notices of public hearings.
- Establish and maintain office files and databases relating to assessable and non-assessable paving, sewer, water and developer projects, public hearings, public meetings, escrow fund letters, street and alley right of way vacations and special assessment hearings.
- Independently coordinate the timely mailing and distribution of resolutions and public hearing notices.
- Provide customer service back-up for staff regarding inquiries relating to special assessments.
- Answer and respond to phone calls and redirect inquiries to correct departments.

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 City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. A minimum of four years of office support experience coordinating and working on a variety of assignments that require the use of word processing, spreadsheet and other database skills, account tracking, organizational and communication skills.

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 will be considered incomplete and will 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.

DESIRABLE QUALIFICATIONS

- Spanish language skills desirable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of city government and Common Council procedures in order to remain informed of deadlines for committee meetings and to prepare accurate public documents for presentation.
- Exceptional customer service and interpersonal skills, both in-person and over the phone.
- Written communication skills to prepare letters, business correspondence and documentation.
- Ability to plan, organize and complete work assignments in a timely manner, including the ability to multi-task to meet varying deadlines.
- Ability to communicate verbally and in writing with elected official, departments, professional staff and the general public.
- Ability to use advanced functions of Microsoft Office and other software programs to produce correspondence.
- Ability to analyze problems and make decisions independently when providing customer service support for special assessments inquiries.

CURRENT SALARY

The current salary range (PR 6FN) for City of Milwaukee residents is **\$34,717 - \$38,406** annually and the non-resident salary range is \$33,865 - \$37,464 annually. *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 Department of Public Works 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 and 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.*