



PLEASE POST



## TRANSFER/PROMOTIONAL OPPORTUNITY

### OFFICE ASSISTANT III

(DISEASE CONTROL ENVIRONMENTAL HEALTH)  
KEENAN HEALTH CENTER

#### THE PURPOSE:

The Office Assistant III position coordinates all the Sexually Transmitted Disease (STD) program support and assistance for the Wisconsin/Milwaukee STD Program Manager under a grant provided by the State of Wisconsin Division of Family Services. Responsibilities also include timely data entry of STD morbidity reports for Milwaukee; providing support and assistance for the City Clinic Manager and Medical Director; and coordinating communication and designated facility activities to ensure efficient safe operations.

#### ESSENTIAL FUNCTIONS:

- Directs staff in the timely entry of morbidity data
- Schedules coverage for clinic programs and services
- Implements training for temporary clerical support
- Directs workflow and coordinates cross-training of staff
- Monitors accuracy of reports and calls providers for clarification
- Prepares communications, i.e. policies and procedures, confidential reports, program spreadsheets and graphical presentations
- Prepares and assists in the completion of reports and forms
- Assumes responsibility for creation of forms used by staff
- Handles triage calls for City/State/Federal staff and schedules office support coverage
- Assists with patient registration activities
- Verifies insurance coverage using State of Wisconsin web-based software
- Performs clerical personnel functions, including processing of payroll and sick leave forms
- Assists managers with staffing functions
- Prepares expense reports
- Oversees and participates in the maintenance of established systems for data, filing, record and report management
- Sorts and distributes mail for staff
- Performs other related duties as assigned

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### REQUIREMENTS:

1. Current status and at least 3 months of experience as a regularly appointed employee of the City of Milwaukee.
2. Four years of office support experience, including one year of experience at an Office Assistant II.  
**NOTE:** Job-related coursework from an accredited college or business school may be substituted for up to six months of the experience requirement. Copies of transcripts should be submitted with the application. Student copies are acceptable.
3. Valid WI driver's license at time of appointment and throughout employment.

#### DESIRABLE QUALIFICATIONS:

- High School diploma (or GED)
- Bilingual in Spanish, Hmong, Russian or other language is desirable.

**KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS REQUIRED:**

- Ability to use spreadsheet and word processing software and web-based applications.
- Ability to read and comprehend oral instructions.
- Written communication skills; ability to handle basic correspondence and reports.
- Ability to perform basic mathematics.
- Ability to maintain confidentiality.
- Interpersonal skills and ability to communicate with individuals from diverse backgrounds.
- Accuracy in data entry.
- Planning and organizational abilities.
- Ability to lift 25 lbs.
- Ability to provide administrative support to a multi-disciplinary team.
- Customer service skills both in person and via the telephone.

**THE CURRENT SALARY RANGE (425) IS:** \$1,302.50 to \$1,440.92 bi-weekly

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring 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.

**APPLICATION PROCEDURE:**

Candidates must submit a completed City of Milwaukee application which can be obtained in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee WI 53202-3554, by visiting our web site at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414-286-3751.

Each applicant must submit an application and letter of interest. Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs). Your letter of interest should explain how your education and experience qualify you for the position and why you are seeking the assignment.

Applications should be returned to: **Phyllis Tessner, Human Resources Analyst Senior, at Zeidler Municipal Building, 841 North Broadway, Third Floor, by December 20, 2010**. Receipt of applications may be discontinued any time after that date.