



PLEASE POST

Transfer/Promotional Opportunity for

OFFICE ASSISTANT III Milwaukee Police Department

THE DUTIES: The Office Assistant III position functions as an assistant to the staff of the Human Resources Division performing clerical support duties involving a variety of personnel-related activities and projects. The candidate selected for this position must be able to work in a fast-pace environment and have the ability to effectively multi-task. ***This position is a day shift assignment (8:00 a.m. – 4:00 p.m. – Monday thru Friday.***

ESSENTIAL FUNCTIONS

- ◇ Prepare correspondence regarding new appointments, promotions, demotions, separations and leave of absences to the Fire and Police Commission.
- ◇ Prepare bi-weekly transfer and promotion orders for the Police Department.
- ◇ Maintain the Human Resources Share Point page on the Department's Intranet.
- ◇ Post announcements, job postings and materials regarding Human Resource issues.
- ◇ Track and monitor submitted job applications and respond to Police Department personnel for acknowledgement receipt.
- ◇ Organize and manage outgoing mail.
- ◇ Screen incoming phone calls and responding to requests for information.

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

THE REQUIREMENTS:

1. A minimum of four years of office experience performing the duties related to this position.
NOTE: Job-related coursework from an approved college or business school may be substituted for up to six months of the time requirement. Proof of coursework or transcripts must be submitted along with the application.
2. Six months of the above experience must have been at the Office Assistant II level with the City of Milwaukee.
3. Current status and at least six months as a regularly appointed full-time employee of the City of Milwaukee.

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 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 - \$1,440.92 biweekly.

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, or by calling 414-286-3751.

Applications should be returned to: **Valerie Sprewell, Personnel Analyst-Senior, at the Milwaukee Police Department, Administration Building, 749 W. State Street, Room 427, by June 15, 2011**. Receipt of applications may be discontinued any time after that date.

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OFFICE ASSISTANT III (POLICE DEPT.)