

OFFICE ASSISTANT IV

Recruitment #1501-048061-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-BUSINESS
Open Date	1/7/2015
<u>FILING DEADLINE</u>	<u>1/28/2015 11:59:00 PM</u>
HR Analyst	Lindsey O'Connor

INTRODUCTION

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

PURPOSE

The Office Assistant IV performs various high level clerical functions for the Milwaukee Water Works (MWW) Administration and Projects Manager (APM), including clerical support for all personnel-related functions from hiring to separation of employees. This position provides clerical support for other Administration Section staff, and functions as Administration office receptionist.

ESSENTIAL FUNCTIONS

- Coordinate and process all personnel-related documents, forms and reports. Prepare and distribute internal personnel documentation for transfers, hires, promotions, etc.
- Process and maintain all leave applications for approval, documentation, files and ensure proper distribution. Track and update FMLA-approved applications in database.
- Coordinate new employee hiring program with section managers, Water Security Manager and APM to provide smooth onboarding process for new hires.
- Draft, review and prepare reports, letters, emails and other correspondence.
- Provide deadline reminders to APM for various reports and submittals, as well as employee follow-up for leaves, etc.
- Maintain employee records and personnel and confidential medical files according to the City of Milwaukee records retention policies.
- Develop and maintain spreadsheets for tracking records, mailings and calculating purposes.
- Update and edit vacancy summary, authority list and VOI.
- Assist Administrative Assistant III when needed, or perform duties in her absence.
- Act as the receptionist for Administration office. Answer and screen telephone calls; greet and assist visitors.
- File, sort and distribute mail, and generate mass mailings.

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. Current status as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. Four (4) years of progressively responsible clerical experience performing duties related to this position, with at least one year at the Office Assistant III level. Other titles at the Office Assistant III level performing similar functions will be also be considered.

Office Assistant IV (DPW-Water)

- ***Equivalent combinations of education and experience may also be considered.*** College coursework/Degrees in a related area of study such as Business, Management, Human Resources, etc. may be substituted for up to two (2) years of the office experience requirement. 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.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of office practices and procedures.
- Knowledge of human resources principles and procedures.
- Knowledge of the structure and use of the English language including word meaning, spelling, composition and grammar.
- Oral communication skills to communicate with culturally diverse individuals at all levels within and outside the organization.
- Written communication skills to prepare letters, business correspondence and documentation.
- Customer service skills: ability to respond to inquiries with tact, diplomacy, and discretion.
- Ability to implement and manage process flows and follow-up systems.
- Ability to document events in a detailed fashion.
- Ability to work independently.
- Ability to perform payroll duties as back-up, if needed.
- Ability to use advanced functions of Microsoft Office and other software to produce correspondence and reports.
- Ability to learn and use enterprise applications such as City Time, and Oracle's PeopleSoft human resources management system (HRMS) and financial management information system (FMIS).
- Ability to organize and maintain files, records, and schedules.
- Ability to plan and prioritize work and follow through on assignments.
- Ability to cope with frequent interruptions, changing priorities, and stressful situations.
- Ability to produce accurate work under tight deadlines.
- Ability to maintain confidentiality to the utmost degree regarding all City-related business.

CURRENT SALARY

SALARY (6HN): The current starting salary for City of Milwaukee residents is \$37,830 annually and the non-resident starting salary is \$36,902 annually.

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 Water 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 candidate 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 non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.