

# OFFICE ASSISTANT IV

Recruitment #1410-048061-001

**List Type** Transfer/Promotional

**Requesting Department** DPW-WATER-BUSINESS

**Open Date** 1/27/2015 3:00:00 PM

**Filing Deadline** 2/17/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **PURPOSE**

The Office Assistant IV will perform various high-level clerical functions for Milwaukee Water Works (MWW) field facilities, including payroll processing, time slip review and organization, time entry into CityTime, employee leave applications, injury reports, and employee records. Conducts purchasing and processing for blanket orders, office supplies, etc. Prepare contract documents, payments, change orders and other technical communications.

## **ESSENTIAL FUNCTIONS**

- Coordinate and process all personnel-related documents, forms and reports. Prepare and distribute internal personnel documentation for transfers, hires, promotions, etc.
- Review FMLA logs for proper timekeeping in coordination with employee's application for what is allowable leave.
- Maintain an absence calendar for each employee to document time off events, record documentation and record active balances. Maintain call out lists and rosters.
- Process probationary reports with section managers to ensure timeliness.
- Process and enter section payroll in CityTime accurately and on time. Ensure supervisor approval of employee time and enter all employee approved time in CityTime.
- Coordinate pay practices and policies for proper time entry. Review anomalies with MWW Administration and payroll.
- Conduct purchasing to maintain appropriate levels of routine supplies for office operations/plan chemicals on blanket orders. Initiate orders when appropriate, and using FMIS, acknowledge receipt of items to begin payment cycle. Process invoices for payment.
- Process complete and detailed contract documents, bid items, specifications, change orders, etc.
- Coordinate office machine needs including maintenance and repair scheduling.
- Maintain rotation of tapes for security camera system.
- Maintain records and files in accordance with MWW record retention policies.

*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. Up to six (6) months of equivalent non-city experience may be substituted for this requirement. Other titles at the Office Assistant III level performing similar functions will be also be considered.
- *Equivalent combinations of education and experience may also be considered. Job-related coursework from an accredited university or college may be substituted for up to two (2) years of the office experience requirement.*

## **Office Assistant IV (DPW-Water) Recruitment #1410-048061-001**

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- *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 & 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 including time entry into the computer software.
- Ability to use advanced functions of Microsoft Office and other software to produce correspondence.
- 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**

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.*