



TRANSFER/PROMOTIONAL OPPORTUNITY

OFFICE ASSISTANT IV

Milwaukee Police Department, Human Resources Division

PURPOSE:

Under the direction of the Human Resources Analyst-Senior, the Office Assistant IV helps to ensure the uniform and efficient operation of the Milwaukee Police Department (MPD) Human Resources Division by taking primary responsibility for MPD personnel records, preparing confidential correspondence and reports, performing payroll duties, and functioning as lead worker for clerical staff.

ESSENTIAL FUNCTIONS:

- Prepares personnel orders and other related documents.
- Updates seniority lists, processes day and night shift questionnaires, and maintains day shift eligibility lists for all sworn personnel.
- Maintains personnel records.
- Prepares and updates the SharePoint site.
- Performs payroll duties: accurately accounts for time worked and time off for personnel assigned to the Human Resources Division using the City's time entry system and Oracle's PeopleSoft human resources management system (HRMS).
- Prepares ad hoc and routine correspondence, memos, and reports as well as documents, spreadsheets, tables, and charts used by Human Resources Division staff members.
- Calculates and prepares vacancy strength reports and related documents.
- Organizes and maintains vital files, records, and schedules.
- Serves as lead worker for clerical positions assigned to the Human Resources Division.
- Coordinates selection processes for clerical positions.
- Answers calls and provides information to both MPD employees and citizens; refers calls to Human Resources Division staff as appropriate.

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

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 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. *Equivalent combinations of education and experience may also be considered. For example, job-related coursework from an accredited college or business school may be substituted for a portion of the office experience requirement. To receive credit for college coursework, transcripts must be submitted along with the application materials.*

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of office practices and procedures.
- Knowledge of human resources principles and procedures.

Office Assistant IV (MPD, Human Resources Division)

- Ability to read and understand work-related documents.
- Written communication skills and knowledge of proper business English.
- Oral communication skills.
- Customer service skills: ability to respond to inquiries with tact, diplomacy, and discretion.
- Ability to work effectively with both civilian and sworn personnel in a multi-level, multi-cultural environment.
- Ability to work independently.
- Lead worker skills: ability to make assignments, monitor performance, and provide on-the-job training.
- Ability to perform payroll duties correctly.
- Ability to use advanced functions of word processing and spreadsheet software to produce correspondence and reports.
- Ability to learn and use enterprise applications such as SharePoint, CityTime, and Oracle's PeopleSoft human resources management system (HRMS).
- 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.

SALARY (6HN): The current annual starting salary is **\$37,830** for City of Milwaukee residents or **\$36,902** for non-residents.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written test, 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.

Persons offered employment must pass a background investigation, medical examination, and a pre-employment drug test as a condition of employment.

- **APPLICATIONS** and further information may be **OBTAINED** in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.
- **APPLICATIONS** should be **RETURNED** to the Department of Employee Relations by **August 15, 2014**.