



TRANSFER/PROMOTIONAL OPPORTUNITY

OFFICE SUPERVISOR II

(Office of the Assessor)

This position is responsible for the supervision of the support staff in the City Assessor's Office.

ESSENTIAL FUNCTIONS:

- ◆ Supervise entry-level and intermediate level administrative staff.
- ◆ Create work schedules for entry-level and intermediate level administrative staff.
- ◆ Act as confidential senior administrative assistant to the Assessment Commissioner and the Chief Assessor.
- ◆ Monitor the workflow of all property combinations, divisions, and status changes occurring in the City of Milwaukee.
- ◆ Coordinate the property exemption application process and PILOT (Payment in Lieu of Taxes) program).
- ◆ Provide backup support to payroll and purchasing responsibilities.
- ◆ Allocate office resources, personnel and equipment to ensure departmental goals and objectives are met.
- ◆ Coordinate day to day activity for Assessor's Office.

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

MINIMUM REQUIREMENTS:

1. Current status and at least 3 months as a regularly appointed City of Milwaukee employee.
2. Four (4) years of progressively responsible office experience, including at least one year at pay range 425 or higher.

Note: Equivalent combinations of education and experience may also be considered.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent oral communication skills.
- ◆ Strong written communication skills including knowledge of proper grammar and ability to edit written materials.
- ◆ Skills in typing, word processing and keyboarding.
- ◆ Knowledge of computer systems and various software packages.
- ◆ Strong skill in mathematics.
- ◆ Strong analytical skills.
- ◆ Ability to work independently.
- ◆ Ability to plan and organize work to be able to meet stringent deadlines.
- ◆ Strong problem solving skills.
- ◆ Ability to carry out research of complex data.
- ◆ Ability to prepare reports and handle records.

CURRENT SALARY GRADE (2) IS \$35,730 to \$50,014 annually (\$1,374 to \$1,924 bi-weekly).

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of training and experience, written test, oral interview or other assessment methods. The Department of Employee Relations and the Office of the Assessor reserve the right to call only the most qualified candidates to oral, performance, or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred and/or promoted to this position.

If you are interested in this position and meet the qualifications, please forward a completed City of Milwaukee application form to David Fortney, Office of the Assessor, Room 507 City Hall, by **August 12, 2005**. **Do NOT return the application to DER.**

Applications may be obtained on the DER website: www.milwaukee.gov/der, in person or via mail from the City of Milwaukee Department of Employee Relations, 200 East Wells St., Room 706, City Hall, Milwaukee, WI 53202 or by calling (414) 286-3751.