

PLEASE POST

TRANSFER/PROMOTIONAL OPPORTUNITY
PERSONNEL PAYROLL ASSISTANT II
(Department of Public Works-Administrative Services)

This position is responsible for the accurate and timely completion of a DPW payroll.

Essential Functions:

- Process payroll and time-entry for an employee group within DPW.
- Maintain personnel records.
- Audit payroll and payroll-related reports for accuracy.
- Generate various payroll reports to managers, departments and agencies.
- Prepare payroll and human resource documents.

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

Requirements:

- Current status and at least six months as a regularly appointed City of Milwaukee employee.
- Four years progressively responsible clerical experience including one year at pay range 425 or higher.

Equivalent combinations of education and experience may be considered

The current salary range (445) is \$1,298.24 – 1,436.65 biweekly.

NOTE: An underfill may be considered for candidates who do not fully meet the above stated requirements.

Selection Process: The vacancy may be filled by administrative transfer/promotion. The Department of Public Works will conduct a job-related selection process consisting of an evaluation of education and experience and a personal interview. The Department reserves the right to invite only the most qualified candidates to the personal interview.

Application Procedure: Send completed resumes to Dawn Crowbridge, Business Operations Manager, DPW-Administrative Services, Frank P. Zeidler Municipal Building, Room 509 or email to DCROWB@mpw.net by January 25, 2005. Receipt of resumes may be discontinued any time after that date.