

PLEASE POST

City of Milwaukee
Dept. of Employee Relations
Room 706, City Hall



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

THE PURPOSE: 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.
- Perform other job-related duties as assigned.

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

MINIMUM REQUIREMENTS:

- Current status and at least six months experience as a regularly appointed City of Milwaukee employee.
- Four years progressively responsible office experience including one year at pay range 425 or higher performing duties related to this position.

Equivalent combinations of education and experience may be considered.

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

THE CURRENT SALARY RANGE (460) IS: \$1,431.59 – 1,652.55 biweekly (2006 rates).

THE SELECTION PROCESS: The selection process will be job related which may include one or more of the following: training and experience evaluation, written and/or practical test, personal interview, or other assessment methods. The Department of Public Works reserves the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations' web site: www.milwaukee.gov/jobs, in person or via mail from DER, 200 E. Wells St., Room 706, Milwaukee WI 53202 or by calling 286-3751.

Send completed resume and employment application to Dawn Crowbridge, Business Operations Manager, DPW-Administrative Services, Frank P. Zeidler Municipal Building, Room 509 or email to dawn.crowbridge@milwaukee.gov by October 31, 2008. Receipt of resumes and applications may be discontinued any time after that date.