

STAFF ASSISTANT

Common Council-City Clerk

Recruitment #1503-4674-001

List Type Transfer/Promotional
Requesting Department COMMON COUNCIL - CITY CLERK
Open Date 4/9/2015 11:50:00 AM
Filing Deadline 5/1/2015 11:59:00 PM
HR Analyst Marti Cargile

PURPOSE

Under the direction of the City Clerk, the Staff Assistant provides staff support to Common Council committees and other public bodies.

ESSENTIAL FUNCTIONS

- Administers various committees of the Common Council as well as special and subcommittees.
- Prepares agendas, minutes, and reports, including scheduling, agenda creation, and notice requirements for the Licenses Committee.
- Acts as committee parliamentarian, advising committee members on the interpretation of rules and procedures.
- Has primary responsibility for the maintenance of Common Council files during the legislative cycle.
- Reviews files for all necessary inclusions.
- Refers files for additional technical, fiscal, or legal information.
- Reviews files and briefs committee members.
- Provides continuity of operations spanning Common Council terms.
- Processes yearly board member reimbursements.
- Performs other related duties, such as handling Statements of Economic Interests and appeals to the Administrative Review Appeals Board.
- Acts as informational liaison for committees with departments and the public.
- Supervises preparation and distribution of hearing notices.
- Schedules and arranges viewing trips, meetings, and conferences.
- Provide certified copies of legislation as requested.

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.

CONDITIONS OF EMPLOYMENT

- The Staff Assistant may on occasion be responsible for staffing meetings that are held in the evening or that run all day and into the evening; every so often meetings are held off-site in the community.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.
2. Bachelor's degree in political science, public administration, or an allied field of the humanities, social sciences, business, or economics from an accredited college or university.

Staff Assistant (Common Council – City Clerk)

3. One year of experience handling the work of committees, commissions, or boards or similar equivalent experience.
 - **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.*
 - *Equivalent combinations of education and experience may be considered.*

DESIRABLE QUALIFICATIONS

- Knowledge of the processes of the Milwaukee Common Council.
- Familiarity with Granicus legislative tracking software.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of governmental procedures.
- Familiarity with legislative records, including files, agendas, and codes of ordinances.
- Knowledge of license processes and procedures.
- Ability to establish and maintain effective working relationships with staff, elected officials, department heads and other City managers, attorneys and other professionals, and the public.
- Honesty and integrity and the ability to maintain confidentiality.
- Ability to read and interpret job-related documents.
- Ability to make accurate calculations.
- Effective oral and written communication skills.
- Customer service skills.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Planning, organizational, and time management skills.
- Proficiency in the use of standard computer applications such as word processing and spreadsheet.
- Ability to use legislative tracking software to carry out tasks such as managing agendas, meeting minutes, and documents.
- Expertise with office procedures.

CURRENT SALARY

THE CURRENT STARTING SALARY (PG 2GX) for City of Milwaukee residents is **\$51,469** annually, and the non-resident starting salary is **\$50,206**.

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 Common Council-City Clerk 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.

INITIAL FILING DATE: The examination will be held as soon as practical after **May 1, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.