Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, WI 53233
http://www.city.milwaukee.gov/police

Jeffrey B. Norman
Chief of Police

(414) 933-4444

May 19, 2026

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Request for Police District Administrative Assistant Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Board refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the civilian position of Police District Administrative Assistant (PDAA) as soon as administratively possible. The PDAA functions under the general supervision of the Police Lieutenant or Sergeant depending on work location and shift. The PDAA performs general clerical duties in accordance with standard procedures in a variety of assignments at the Police District Stations. This position also screens telephone calls, answers questions and provides information to external customers and internal personnel.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea Smith 414-935-7683.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:ss
Attachment

City of Milwaukee
CS-25, Rev. 1/06

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 2/13/2025 3/11/2025	**2. Present Incumbent:** 54 POSITIONS	**Is incumbent underfilling position?** YES ☐ NO ☒ If YES, indicate underfill title in box 10.
3. Date Filled:	**4. Previous Incumbent:**	
5. Department: Police Department	**Bureau:** **Division:** Various	**Unit:** Various **Section:**
6. Work Location: Districts 1-7	**Telephone:** **Email:**	**Work Schedule:** Hours: 8 / Days: Varies
7. Represented by a Union?	**8. Bargaining Unit:** **If in District Council 48, choose a Local:** None	**9. FLSA Status:** **NON-EXEMPT**

10.		**Pay Range**	**Job Code**	**EEO Code**
Official Title: POLICE DISTRICT ADMINISTRATIVE ASSISTANT		6KN	0482PD	603
Underfill Title (if applicable):				
Requested Title (if applicable):				
Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

Performs general clerical duties in accordance with standard procedures in a variety of assignments at the Police District Stations. Screens telephone calls, answers questions and provides information to external customers and internal personnel.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	• Regular and consistent attendance. • Answering and screening calls from citizens, police officers, department members, and other City Departments; providing information and/or referring to appropriate source.
	• Working as console operator, providing wanted/record checks to police officers, verifying and preparing paperwork on warrants and preparing prisoner packages.
	• Processing payroll: entering timecards, monitoring accrued time off, producing daily lineups.
	• Managing incoming/outgoing mail, making copies, managing office supplies, copying, maintaining files, assisting supervisors with preparation of reports. Assisting citizens with reports and purchasing parking permits.
	• Other duties as assigned.
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	•
	•
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

% of Time	PERIPHERAL DUTY
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	•
	•
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Functions under the general supervision of Police Lieutenant or Sergeant depending on work location and shift.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Depending on work location and work distribution.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **<u>0</u>**.

<u>Direct Supervision:</u> List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work	e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to <u>enter</u> the job.)

i. <u>Education and Experience:</u>

- Previous Police Administrative Assistant experience desired.
- Completion of six months of service with the Milwaukee Police Department.
- Two years of office experience; equivalent of combinations of education and experience may be considered.

ii. <u>Knowledge, Skills and Abilities:</u>

- Basic keyboarding skills; ability to typing 45 words per minute.
- Basic knowledge of Windows operating system.
- Ability to work independently.

- Familiar with Department rules and procedures.
- Good attendance and work record including evaluations, supervisor recommendations and disciplinary records.
- Knowledge and experience of Microsoft Word, Excel, and Access is highly desirable; willingness to learn new software applications is necessary.
- Above average oral and written communications skills.
- Ability to interact tactfully, courteously, and appropriately with the public, other Department Personnel, and outside agencies.
- Ability to treat all work performed with a high degree of confidentiality.
- Ability to work under pressure.
- Ability to work overtime.

iii. Certifications, Licenses, Registrations:

None

iv. Other Requirements:

Must be willing to take instruction and direction from supervisors and command officers.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using fees and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	**Balancing:** Maintaining body equilibrium to prevent failing when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	**Stooping:** Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☐	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☐	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication

	and make fine discriminations in sound.
☒	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☐	**Driving:** Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☒	**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	**Light Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☐	**Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devises, assembly or fabrication of parts).
☐	**Machine Operators, Mechanics, Skilled Tradespeople:** This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:
List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: _____%**

CHECK ALL THAT APPLY:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	**The worker is subject to inside environmental conditions:** Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	**The worker is subject to vibration:** Exposure to oscillating movements of the extremities or whole body.
☐	**The worker is subject to hazards:** Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	**The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.

☐ **The worker is required to wear a respirator.**

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION: List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☐ Camera and photographic equipment ☐ Cleaning supplies ☐ Commercial vehicle ☐ Data processing equipment ☐ Handcart	☒ Office Equipment (desk, chair, telephone, etc.) ☒ Office supplies (pens, staplers, pencils, etc.) ☐ Packing materials (boxes, shrink wrap, etc.) ☒ PC equipment (monitor, keyboard, printer, etc.) ☒ PC software
☐ Hand tools ***(please list):***	
☒ Office Machines ***(check all that apply):*** ☒ Copier ☒ Facsimile ☐ Calculator ☐ Cash register	
☐ Other ***(please list):***	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must be available to work weekends and holidays. The work performed in this position requires strict attention to detail.

M. I believe that the statements made above in describing this job are complete and accurate:

_____

Signature of Department Head or Designated Representative