

# ADMINISTRATIVE ASSISTANT III

Recruitment #2001-0415PD-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	2/7/2020 08:00:00 AM
<b>Filing Deadline</b>	2/28/2020 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

## PURPOSE

**The Administrative Assistant III serves as the confidential administrative assistant to the Executive Command Staff of the Milwaukee Police Department (MPD), performing a wide array of complex administrative support tasks.**

## ESSENTIAL FUNCTIONS

- Prioritize information and materials prior to daily briefings.
- Maintain a database of internal and external correspondence. Conduct follow-up on pending matters, and prioritize incoming mail for superiors' review. Initiate and compose routine letters, reports, memoranda, and presentations.
- Manage superiors' appointment calendars. Initiate meetings, prepare agendas, take minutes, and prepare meeting summaries. Handle distribution of materials for meetings and presentations.
- Screen telephone calls and visitors, and resolve routine and complex inquiries.
- Monitor receipt of multiple confidential departmental reports, review for completeness, and handle distribution.
- Coordinate, process, and track required documents for U-Visa requests submitted to the Department.
- Maintain key files for the Inspector of Police.
- Prepare the bi-weekly supply requisition.
- Create and distribute weekly rosters for superiors. Process and monitor bi-weekly payroll. Monitor overtime, payroll, flexible schedules, vacation days, holidays, and off days for commanding officers, ensuring compliance with the Department's guidelines.

- Query financial data, and provide direction to Command Staff members when they are not in compliance.
- Coordinate travel arrangements for superiors. Review travel and training requests for accuracy and completeness, and verify that requests are in compliance with Department and City fiscal guidelines. Advise members of required action as necessary.
- Review the Travel Expenditures Report prepared by the Budget and Administration Manager for accuracy; alert the manager of any discrepancies.
- Maintain the database and prepare correspondence for Nuisance Property Billings. Initiate notification to respective Alderperson's Office and the Department of Neighborhood Services (DNS); prepare board-up requests, and initiate follow-up on behalf of the Department of Public Works (DPW).
- Maintain, monitor, and edit the Directed Patrol Mission database for all work locations.
- Track and monitor internal investigations assigned to various Command Staff members. Review highly-confidential internal investigations submitted by Command Staff for the approval of the Assistant Chief of Police and Inspector of Police; advise if changes are necessary.
- Query the database capturing information pertaining to personnel data for review by the Command Staff.
- Research and provide statistical data for review by superiors.
- Maintain the record retention schedule; destroy data, files, and correspondence according to Department guidelines and the Wisconsin State Open Records Law.

*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 Administrative Assistant III may be required to work overtime to meet departmental needs.

## MINIMUM REQUIREMENTS

1. Four years of progressively responsible administrative experience working in an office setting, including performing tasks such as serving as a confidential executive assistant, managing calendars and preparing for meetings, coordinating travel arrangements, handling internal and external communications, processing payroll, tracking data, and maintaining physical and electronic files.

*Equivalent combinations of education and experience may be considered.*

**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. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable), and the date the degree was completed. Official or unofficial transcripts are acceptable.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public sector administrative and clerical procedures and systems.
- Knowledge of customer service principles and the ability to respond to inquiries with tact, diplomacy, and discretion.
- Ability to read and understand work-related documents.
- Knowledge of mathematics and the ability to make accurate calculations to be able to monitor expenditures and payroll.
- Written communication skills to be able to compose clear and error-free correspondence and reports.
- Oral communication skills so as to clearly convey information to staff and visitors alike.
- Ability to work effectively and cooperatively with executive command staff, sworn members, and civilians whose backgrounds may differ from one's own.
- Proficiency using the advanced functions of word processing, spreadsheet, and database software.
- Ability to learn and use enterprise applications such as SharePoint, the Continuing Education & Request Travel/Training (CERTT) application, CityTime, Department Intranet Directives, and the City's human resources management and financial management information systems.
- Ability to organize and maintain manual and digital files, records, and schedules.
- Ability to plan and prioritize assignments and produce accurate work by established deadlines.
- Ability to cope with frequent interruptions, changing priorities, and stressful situations.
- Ability to use independent judgment to perform essential tasks under general direction.
- Ability to maintain the highest degree of confidentiality regarding all work-related matters.
- Ability to exhibit professionalism, confidence, trustworthiness, and dependability.

## CURRENT SALARY

The current starting salary (Pay Range 5FN) is \$42,539 annually, and the resident incentive starting salary for City of Milwaukee residents is \$43,815. Appointment will be made in accordance with the provisions of the salary ordinance.

*The City of Milwaukee provides a comprehensive benefit program that includes:*

- *Defined Benefit Pension Plan*
- *457 Deferred Compensation Plan*
- *Health and Dental Insurance*
- *Comprehensive Wellness Program*
- *Onsite Clinic Services*
- *Onsite Employee Assistance Program*
- *Alternative Work Schedules*
- *Long Term Disability Insurance*
- *Group Life Insurance*
- *Tuition Benefits*
- *Paid Vacation*
- *11 Paid Holidays*
- *Paid Sick Leave and other paid leaves*
- *Flexible Spending Arrangement*
- *Commuter Value Pass*

*For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.*

## **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Friday, February 28, 2020**. 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. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** *To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire.*

## **ADDITIONAL INFORMATION**

- APPLICATIONS and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## **CONCLUSION**

**EEO 501**

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*