



SUMMARY OF CURRENT JOB OPENINGS

As of 12/01/008; *subject to change*

DISCLAIMER: The City of Milwaukee, Department of Employee Relations offers this summary as a **convenience only**, and is not an official communication. For positions that have application deadlines or extensions, receipt of applications may be discontinued any time after the date listed without prior notice. For each position, please refer to the “**Job Announcement**” sheet (*available in Room 706 of City Hall **OR** on the website*) for the job description, **minimum** education and experience requirements, salary, etc. **NOTE:** Unless otherwise noted, all positions require a Job Application. For some positions, copies of *college transcripts, certifications or licenses* must accompany the application (*see the Job Announcement*).

JOB TITLE	DEPARTMENT	APPLICATION DEADLINE
Accounting Specialist	Milwaukee Public Schools	* see footnote below
Building Maintenance Supervisor II	Milwaukee Public Library	12-12-08
Civil Engineer I	Department of Public Works	* see footnote below
Dietetic Technician, Bilingual (Spanish/English)	Milwaukee Health Department	** see footnote below
Food Service Manager Trainee	Milwaukee Public Schools	* see footnote below
Information Systems Manager	Employes' Retirement System	Extended to 12-05-08
Library Circulation Aide, <i>part-time</i>	Milwaukee Public Library	* see footnote below
Office Assistant I	All City departments	* see footnote below
Office Assistant I (Bilingual – Spanish/English)	All City departments	* see footnote below
Office Assistant I (MPD)	Milwaukee Police Department	* see footnote below
Police Officer	Milwaukee Police Department	* see footnote below
Public Health Nurse	Milwaukee Health Department	* see footnote below
Public Health Nurse (Bilingual – Spanish/English)	Milwaukee Health Department	* see footnote below
Public Health Nurse Supervisor	Milwaukee Health Department	Extended to 12-05-08
School Crossing Guard or Substitute School Crossing Guard	Milwaukee Police Department	<i>call 935-7990 to apply</i>
School Engineer I	Milwaukee Public Schools	12-12-08
School Nurse Associate (Bilingual – Spanish/English) <i>10-month</i>	Milwaukee Public Schools	* see footnote below
School Secretary I	Milwaukee Public Schools	* see footnote below
School Secretary I (Bilingual – Spanish/English)	Milwaukee Public Schools	* see footnote below
Sheet Metal Worker	Milwaukee Public Schools	** see footnote below
Substitute Handicapped Children's Assistant	Milwaukee Public Schools	* see footnote below
Traffic Control Assistant (<i>This is an Internship for current Pre-Civil Engineering or Civil Engineering students</i>)	Department of Public Works	* see footnote below
Water Treatment Plant Operator	DPW-Water Works	12-05-08

* Applications for these positions are accepted on a continuous basis.

** The initial application deadline has expired. Applications are still being accepted, however, receipt of applications may be discontinued at any time **without** prior notice.

How to find out about City of Milwaukee employment opportunities:

INTERNET:	http://www.milwaukee.gov/jobs
EMAIL:	To be among the first to know when a new job is announced go to http://www.milwaukee.gov/der/eNotify for information on how to subscribe to new job announcement Email notices.
PHONE:	Call the 24-hour hotline for a recording of current job listings at 414-286-5555 (<i>updated weekly</i>).
IN PERSON:	Current job listings are posted on bulletin boards on the 7 th floor of City Hall, 200 E. Wells Street. <i>Office hours:</i> Monday – Friday, 8:00 am – 4:45 pm (<i>closed major holidays</i>). Applications and Job Announcement/Bulletins are available in Room 706.