



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: July 21, 2026

City Attorney – Administrative Division

Current	Recommended
Legal Administrative Specialist-Senior PR 2GX (\$58,656 - \$ 78,768) FN: Recruitment rate is \$66,992. (One Position)	Legal Administrative Supervisor PR 1FX (\$66,154 - \$95,390) FN: Recruitment rate is \$76,503. (One Position)
Legal Office Assistant-Lead PR 5JN (\$60,036 - \$ 77,296) FN: Recruitment rate is \$62,355. (One Position)	Legal Office Assistant Supervisor PR 1DX (\$58,656 - \$83,952) FN: Recruitment rate is \$72,100. (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The City Attorney's Office has requested the reclassification of two positions within the Administrative Division. Job descriptions were provided and discussions were held with City Attorney Evan Goyke, Deputy City Attorney Mary Schanning, and City Attorney Human Resources Administrator Lisa Gilmore.

Background

The City Attorney's Office is in the procession of reorganizing the Administrative Division. Direct supervision of administrative support staff located at the Police Administration Building will now be provided by a Legal Administrative Specialist-Senior. Direct supervision of administrative support staff located at the Zeidler Municipal Building will be provided by a Legal Office Assistant-Lead.

Legal Administrative Supervisor

Current	Recommended
Legal Administrative Specialist-Senior PR 2GX (\$58,656 - \$ 78,768) FN: Recruitment rate is \$66,992. (One Position)	Legal Administrative Supervisor PR 1FX (\$66,154 - \$95,390) FN: Recruitment rate is \$76,503. (One Position)

General supervision of this position is provided by Deputy City Attorney for Neighborhood Revitalization and Ordinance Enforcement. This position functions as the manager and supervisor of administrative support and office operations at the Ordinance Enforcement Division (OED) of the Office of the City Attorney located at the Police Administration Building. Duties and responsibilities include:

- 95% • Manage and direct the administrative and support functions by managing and directing the workflow of the office.

- Provide supervision to one Office Assistant II (Bilingual), one Legal Office Assistant 2, and one Legal Office Assistant-Senior.
- Provide legal administrative support to the Deputy City Attorney assigned to Neighborhood Revitalization and Ordinance Enforcement Division.
- Problem-solve and troubleshoot complex escalated customer service issues.
- Assist management in reviewing, developing and implementing policy initiatives for the office operations.
- Ensure coverage of all other positions in the office to ensure efficient operations including front desk coverage.
- Serve as a liaison to other departments such as circuit court, municipal court, the Milwaukee Police Department, other City departments, State and Federal agencies including serving as the office-wide Criminal Justice Information Services (CJIS) Training Agency Coordinator.
- Schedule and report to the executive management team regarding Ordinance Enforcement Division operations.
- Research, develop and coordinate case information.
- Generate reports regarding office metrics such as cases completed and resources generated.
- Provide legal office assistance for circuit court appeals.
- Coordinate issuance of subpoenas.
- Organize electronic files.
- Enter, update, and maintain data in various computer databases.
- Electronically file documents through Milwaukee County Circuit Court's eFiling system.

- 5%
- Liaison to Police Administration Building's Facilities department for cleaning and upkeep of CAO office space at OED.
 - Office-wide contact for MacArthur Square parking invoices, applications, and issuance of parking cards.
 - Receive and distribute mail (outer/inter-office).
 - Serve as back-up for support service.
 - Perform other duties as assigned.

Minimum qualifications include an Associate degree in Legal Secretarial Science or related field from an accredited business or technical college desired and 5 years of experience in administrative role reporting directly to upper management. -OR- A Bachelor's degree in legal studies, criminal justice a closely related field from an accredited college or university and three years of experience in an administrative role reporting directly to upper management. Paralegal certification and/or Wisconsin Notary desirable. Equivalent combinations of education and experience may be considered. Minimums have yet to be vetted by the Staffing Division.

Analysis

This job evaluation focuses on the pay for similar titles in Southeastern Wisconsin. The following table provides wage information from the Economic Research Institute (ERI) for Legal Administrator, a job with comparable knowledge, duties, and responsibilities:

Legal Administrator: Seven Years of Experience

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	\$73,540	\$80,346	\$89,087	\$97,598	\$105,997
Madison	\$67,375	\$73,507	\$81,544	\$89,522	\$97,501
Milwaukee	\$68,341	\$74,714	\$83,041	\$91,287	\$99,530
Racine	\$67,030	\$73,364	\$81,663	\$89,897	\$98,133
Waukesha	\$67,952	\$74,319	\$82,652	\$90,915	\$99,178
Wauwatosa	\$67,958	\$74,310	\$82,618	\$90,851	\$99,084
West Allis	\$68,125	\$74,473	\$82,771	\$90,994	\$99,219

Source: ERI as of 07/01/2026

Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified BOZA Administrative Supervisor, Police Records Supervisor and Unified Call Center Supervisors throughout the city. Based on this comparison, the recommendation is to reclassify this position as a Legal Administrative Supervisor in Pay Range PR 1FX (\$66,154 - \$95,390) with a recruitment rate of \$76,503.

Legal Office Assistant Supervisor

Current	Recommended
Legal Office Assistant-Lead PR 5JN (\$60,036 - \$ 77,296) FN: Recruitment rate is \$62,355. (One Position)	Legal Office Assistant Supervisor PR 1DX (\$58,656 - \$83,952) FN: Recruitment rate is \$72,100. (One Position)

This position functions as executive legal secretary to Deputy City Attorneys and provides office support services to Assistant City Attorneys; provides training and supervision to staff responsible for providing legal assistant and clerical support services; performs technical tasks relative to assigned areas of responsibility. Provides direct supervision to Legal Office Assistants. Duties and responsibilities include:

- 90%
- Assists Deputy City Attorneys, Assistant City Attorneys, paralegals and legal office assistants.
 - Provide direct supervision to one Office Assistant III, two Legal Office Assistant 2, and one Legal Office Assistant-Lead.
 - Train assigned employees in work methods, techniques, use and operation of equipment.

- Performs legal administrative work including the processing, preparing, typing, and copying various legal documents such as briefs, pleadings, correspondence, opinions, ordinances, resolutions, bonds, contracts and agreements.
- Generates complex legal documents such as briefs, motions, correspondence, reports and memorandum from minimal instructions and in support of assigned attorneys.
- Prepares responses to legal correspondence either from dictation, oral instruction or independently.
- Reviews files, case documents, and affidavits to detect completeness, timeliness and errors and provides information to attorneys and may research case files.
- Enters and retrieves case information using appropriate computer-based data system; prepares reports requiring the extraction of database information.
- At the assigned attorney's instructions, contacts other attorney and parties to legal actions to obtain or relay technical information related to the case.
- Electronically files legal documents with clerks of the court and forwards to docketing; obtains required signatures and authorizations; maintains case files and records dates on which subsequent actions must occur. Ensures all court notifications, hearing appearances, etc. are forwarded to docketing for placement on attorney's calendar.
- Provide legal administrative support for trials.
- Enhance office effectiveness.
- Organizes depositions: composes and mails out notice of deposition, schedules/coordinates court reporter, reserves conference room.
- Provide excellent customer service to internal and external customers by phone and in person, including responding to inquiries and explaining departmental policies and procedures.
- Photocopying, scanning, emailing, distributing and/or mailing of case matter updates and other clerical tasks.

- 10%
- Provides back-up clerical services to all legal sections as needed.
 - Provides back-up reception services.
 - Performs other duties as assigned.

Minimum qualifications include Associate's degree in legal studies, legal secretary or related field and two years performing legal administrative work supporting multiple attorneys in a law office or other legal setting. -OR- a Bachelor's degree in legal studies, criminal justice or a closely related field from an accredited college or university. -OR- Four years performing legal administrative work supporting multiple attorneys in a law office or other legal setting with one year performing lead duties. Paralegal Degree and/or Wisconsin Notary desirable. Equivalent combinations of education and experience may be considered. Minimums have yet to be vetted by the Staffing Division.

Analysis

This job evaluation focuses on the pay for similar titles in Southeastern Wisconsin. The following table provides wage information from the Economic Research Institute (ERI) for Legal Assistant, a job with comparable knowledge, duties, and responsibilities:

Legal Assistant: Four Years of Experience

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	\$64,449	\$70,525	\$78,434	\$86,073	\$93,620
Madison	\$59,259	\$64,661	\$71,764	\$78,762	\$85,804
Milwaukee	\$59,919	\$65,539	\$72,924	\$80,179	\$87,461
Racine	\$58,701	\$64,261	\$71,595	\$78,822	\$86,090
Waukesha	\$59,553	\$65,159	\$72,534	\$79,792	\$87,086
Wauwatosa	\$59,571	\$65,168	\$72,528	\$79,765	\$87,034
West Allis	\$59,739	\$65,335	\$72,689	\$79,918	\$87,178

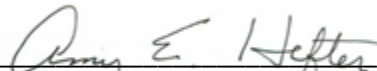
Source: ERI as of 07/01/2026

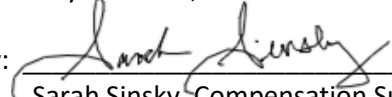
Recommendation

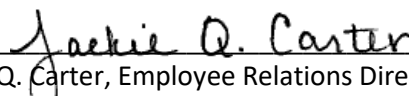
These duties, responsibilities, and requirements are similar to the level of work performed by the Administrative Services Supervisor in Pay Range 1DX. Based on this comparison, the recommendation of this report is to reclassify this position as a Legal Office Assistant Supervisor in Pay Range PR 1DX (\$58,656 - \$83,952) with a recruitment rate of \$72,100.

Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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