



CITY OF MILWAUKEE MUNICIPAL COURT

07/10/2026

Board of the City Service Commission
Attn: Jackie Q. Carter
200 E. Wells Street
Milwaukee, WI 53202

Valarie A. Hill, Presiding Judge
Branch 1

Molly E. Gena, Judge
Branch 2

Phillip M. Chavez, Judge
Branch 3

Tea B. Norfolk
Chief Court Administrator

Charles D. Hughes
Deputy Court Administrator

Re: Request to Extend Temporary Appointment - Jessica Klos – 1st Request

The Milwaukee Municipal Court respectfully requests to extend the temporary appointment for Jessica Klos in the position of Administrative Services Supervisor from August 16th, 2026 - January 2nd, 2027. Ms. Klos's temporary appointment was initially approved from May 10th, 2026 through August 15th, 2026.

This extension is necessary because the department is without an Administrative Services Manager – Court due to a recent retirement from our Court Services Section. Ms. Klos has taken on additional duties and responsibilities. She is also serving in a supervisory capacity rather than section lead in the interim. While the department is considering next steps for the vacant manager role, the likelihood that a manager is hired or final plan would be implemented prior to the hiring freeze due to Work Day implementation is very low. Accordingly, the Court requests to extend the temporary appointment until after Work Day implementation.

Maintaining this temporary appointment will support the continuum of effective front desk operations at the Court. This extension also ensures communication coordination, citation writing schedules, and open records request are not interrupted at the Court.

Court staff will be available at the meeting to address any additional questions or concerns that you may have.

Resectfully,

Tea Norfolk

Tea Norfolk
Chief Court Administrator

Attachments: *Notice of Temporary Appointment, Statement of Understanding, Jessica Klos Resume, Job Description*



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION MUNICIPAL COURT	LAST NAME KLOS	FIRST NAME JESSICA	INITIAL R
AUTHORIZED POSITION TITLE ADMINISTRATIVE SERVICES SUPVR.	PAY RANGE 1DX	F&P COMMITTEE APPROVAL DATE ARP	REQUISITION # ARP
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 08/16/2026	ANTICIPATED EXPIRATION DATE 01/02/2027	T.A. RATE OF PAY 2718.85
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: This employee has taken on addition responsibilities and serving in a supervisory capacity due to the retirement of the Administrative Services Manager - Court. Working directly under the Deputy Court Administrator this incumbent will support the Court Services Section oversight, assist with telephone coordination for the department, and other light management level responsibilities during the absence.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: This candidate was selected for the temporary appointment based on her experience within the section (she is currently the section lead), her resume was reviewed, and based on her ability to step into the role and keep operations moving while the department works on reviewing the position and assessing the options to fill.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: AAS - Criminal Justice AAS - Fire Science		WORK EXPERIENCE: 2011-2021 - Emergency Comms. Op. - City of Milw. 2021-2022 - Clerical Asst.- Milw. County Sheriff Off. 2021-2022 - Court Svcs. Asst. III - City of Milw. 2022-Present - Court Svcs. Asst. Lead-City of Milw.	
OTHER REQUIREMENTS (i.e. LICENSES)			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: MUNICIPAL COURT	CURRENT POSITION TITLE: COURT SERVICES ASST - LEAD	EMPLOYEE ID NUMBER: 021357
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Charles Hughes	SIGNATURE 	TITLE Deputy Court Administrator	DATE 07/09/2026
APPROVING OFFICER Tea Norfolk	SIGNATURE 	TITLE Chief Court Administrator	DATE 07/09/2026
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Klos, Jessica R.		07/09/2026
POSITION TITLE	PAY RANGE	RATE OF PAY
ADMINISTRATIVE SERVICES SUPERVISOR	1DX	2718.85

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

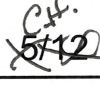
I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

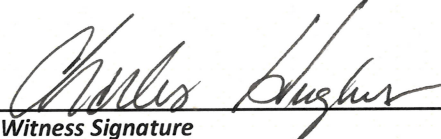
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.


Temporary Appointment Applicant Signature

 07/09/2026
Date Signed

CHARLES HUGHES
Witness Name (Print)


Witness Signature

JESSICA R. KLOS

OBJECTIVE: Court Services Lead – temporary supervisor

PROFILE: I am currently working as a Court Administrative Assistant Lead, within the Municipal Court of the City of Milwaukee. Prior to that I briefly worked for the Milwaukee County Sheriff's Department as a Clerical Assistant. I spent the beginning of my career as an Emergency Communications Operator for the City of Milwaukee Police Department. I am looking to further my career in the Criminal Justice Field. I have developed a strong background in Law Enforcement, using the resources available to me to assist with understanding the law.

WORK EXPERIENCE:

- **10/2022- Current**
 - Court Administrative Assistant Lead, Milwaukee Municipal Court**
 - Customer service
 - Answering phone calls
 - Data entry
 - Managing a department email
 - Registration for court
 - Scanning and processing legal documents
 - Team lead
 - Scheduling
- **02/2022 – 10/2022**
 - Court Administrative Assistant III, Milwaukee Municipal Court**
 - Customer service
 - Answering phone calls
 - Data entry
 - Managing a department email
 - Registration for court
 - Scanning and processing legal documents
- **08/2021-02/2022**
 - Clerical Assistant – Civil Process Unit, Milwaukee County Sheriff's Office**
 - Process legal paperwork (small claims, divorces, evictions, restraining orders, injunctions)
 - Filing (numerical and alphabetical)
 - Answering the phone and assisting customers with questions
 - Assisting customers at my window
 - Managing an email account
 - Docketing cases
- **05/2011 – 08/2021**
 - Emergency Communications Operator at City of Milwaukee Police Dept.**
 - answering 911 emergency and non-emergency calls
 - advising people of the proper procedures
 - prioritizing emergencies and non-emergencies for police service

EDUCATION:

Criminal Justice – Associates Degree 2009
Fire Science – Associates Degree 2007
CPR Certified – 2005 to present
Homicide Calls – Certificate 2019
CIT Training – Certificate 2014
National Incident Management System – Certificate 2007
Arson Detection – Certificate 2006
High School – Diploma 2005

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission: _____
Fire & Police
Commission: _____

Finance
Committee: _____
Common
Council: _____

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 06/11/2026		2. Present Incumbent: Jessica Klos		Is incumbent underfilling position? YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent: Anne Stibor			
5. Department: Municipal Court			Bureau:		Unit:
			Division: Court Operations		Section: Court Services
6. Work Location: 951 N. James Lovell St.			Telephone:		Work Schedule:
			Email:		Hours: 8:00a - 4:45p / Days: M-F
7. Represented by a Union? ☒ Yes ☐ No		8. Bargaining Unit: District Council 48 If in District Council 48, which local?			9. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt
10. Official Title: Court Services Assistant - Lead Underfill Title (if applicable): Requested Title (if applicable): Administrative Services Supervisor				Pay Range	Job Code
				5HN	7710DC
				1DX	101
Recommended Title (DER Use Only):				Approved by: _____ Date: _____	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Deputy Court Administrator, the Administrative Services Supervisor supports the oversight, coordination, and administration of the Municipal Court's Court Services Section. This position provides operational and administrative support to the Deputy Court Administrator in the areas of contract administration, communications management, court case preparation oversight, and customer service delivery. The Administrative Services Supervisor also works closely with the Chief Court Administrator, Records Custodian, and Court IT Manager to coordinate records management functions and maintain effective records governance practices.

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
50% Section Supervision	- Supervises the Court Services Section under the guidance and direction of the Deputy Court Administrator including, but not limited to, assigning work, reviewing work, enforcing expectations, and supporting the coaching and development of staff. - Ensures that appropriate staffing levels are maintained throughout the Court Services Section. - Assist the Deputy Court Administrator in performing annual performance appraisals for staff throughout the section. - Oversee case preparation for the various case types adjudicated at the Milwaukee Municipal Court. - Provides oversight training and direction to staff in the Court Services Section. - Works with Deputy Court Administrator on personnel matters and training of new Court Services Section staff. - Support the Deputy Court Administrator in the review and updating of the section policies and procedures. - Serve as the initial point of contact for escalated phone calls and customer service issues.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
25% Leadership Support	- Act as the communication coordinator for Municipal Court overseeing cell phone, land line and other communication operations. - Assist the Deputy Court Administration in contract administration for the Municipal Court. - Support the Deputy Court Administrator in administering the various citation writing schedules for the various organizations that partner with the Municipal Court. - Oversee the training of new front facing staff to ensure quality customer service is delivered regularly.
5% Records Retention Support	- Supports records retention efforts as outlined by the Chief and Deputy Court Administrators. - Assist the Chief Court Administrator with records coordination as needed. - Maintains files as outlined in the policies and procedures manual regarding records.
10% Court Operations Division Support	- Support the Municipal Court Clerk – Lead (Court Operations Supervisor) with divisional oversight as needed. - Ensure that cross-sectional operations policies and procedures are kept up-to-date. - Communicates court procedures to external stakeholders as needed. - Assist the Deputy Court Administrator with ensuring the day-to-day operations are carried out effectively and efficiently. - Possesses the ability to discern how to apply rules/procedures which may vary between the various branches. - Represents the Court in a professional manner while interacting with the public. - Support the Deputy Court Administrator with approving/denying time-off request for the entire division as needed.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	- Support the Deputy Court Administrator on special projects as needed. - Responds timely to any request for information from any of the Municipal Judges.
5%	Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Charles Hughes, Deputy Court Administrator

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

This position performs under the direct supervision of the Deputy Court Administrator. The incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines. Special direction can be given by the Chief Court Administrator, any member of management team, and any of the Municipal Judges as needed.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 4.

Direct Supervision: 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:

or supervision exercised by indicating one or more of the following:		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
4	Court Services Assistant 2	A - E

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

- Education and Experience:

- Bachelor's Degree in administration, business, or a related field

OR

- 4 years of office or administrative support experience performing duties related to the above job functions with at least 1 year of experience in a legal setting

Equivalent combinations of education and experience may be considered

Knowledge, Skills and Abilities:

Technical Skills:

- Ability to learn and apply clerical procedures, court operations, and administrative policies.
- Familiarity with computer software, including Microsoft Word and Excel.
- Knowledge of leadership principles and best practices.
- Ability to learn and efficiently utilize Court systems and databases.
- Ability to read and understand work related documents such as court documents, policies, procedures, and manuals.
- Ability to assign and direct work, assess performance, make hiring recommendations, and take corrective action.

Communication, Interpersonal, and Customer Service Skills:

- Written communication skills to be able to write clear documents and correspondence independently.
- Oral communication skills to be able to clearly convey information.
- Knowledge of and commitment customer service best practices.
- Interpersonal skills and the ability to build and maintain effective working relationships with judges, court staff, attorneys, and the general public.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.
- Ability to follow verbal and written instructions.

Organizational and Critical Thinking Skills:

- Ability to perform detailed work accurately and efficiently.
- Ability to plan, organize, and prioritize work in order to meet deadlines.
- Ability to demonstrate initiative, flexibility, and sound judgement.
- Ability to maintain confidentiality with interactions and court documents.
- Honesty, integrity, the ability to maintain confidentiality, and a commitment to safeguarding City resources.

Other Requirements:

- Must possess the ability to be assertive
- Ability to give direction to others in the absence of management
- Can multi-task to balance competing priorities
- Able to function effectively under stress

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).

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

CHECK ALL THAT APPLY:

☐	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet 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 falling 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 devices, 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

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

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

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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

N/A

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

Tea B Neph 7/9/26

 Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.