



Commissioners:
Terrell Martin, Chair
Patricia Ruiz-Cantu
Douglas Haag

Executive Director:
Paulina Gutiérrez

May 20, 2025

Mr. Francis Bock
Civil Service Commission President
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

RE: Temporary Appointment Request: Thornton, Cassandra

Dear Mr. Bock:

The Election Commission respectfully requests that the Temporary Appointment for Cassandra Thornton be extended through the end of 2026. While this is the first extension, it is to be ready for the 2026 election cycle.

The Milwaukee Election Commission is the smallest department in the City of Milwaukee and is gearing up for the four-election cycle in 2026. This past election the City experience record breaking turnout and we are preparing for the upcoming cycle to be just as active. We have a whole new team of managers and major plans for systems and procedures updates and this position will be pivotal in assisting the office in getting ready for what will be a very busy election cycle. Extending this position through the end of the election cycle ensuring staffing will be covered through the Governor's race in November.

Thank you for your consideration. If you have any questions please contact me at x5995 or pgutie@milwaukee.gov.

Sincerely,

A handwritten signature in black ink, which appears to read "Paulina Gutiérrez". The signature is fluid and cursive, with the first and last names being clearly legible.

Paulina Gutiérrez



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 Election Commission	LAST NAME Thornton	FIRST NAME Cassandra	INITIAL D
AUTHORIZED POSITION TITLE Temporary Program Asst	PAY RANGE 9HN	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 08/25/2025	ANTICIPATED EXPIRATION DATE 12/31/2026	T.A. RATE OF PAY 2051.96
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: Since 2024, and most recently April 2025, the City of Milwaukee has been experiencing unprecedented turnout. While this surge is exciting to witness, it is pushing the Election Commission's resources to the limit. This position will assist in supporting our office and provides an additional staff person who has extensive experience in elections and the use of our state voter system, WisVote.			
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: They have been working elections several years and have worked in nearly every role in the election commission. They have been filling gaps and vacancies in a manner that cannot be done with someone without any election experience. they provide Excellent customer service even in the face of angry and frustrated voters and other members of the public seeking information from our office.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Election Administration training, WisVote training, PollChief training.		<u>WORK EXPERIENCE:</u> Over 10 years experience working in nearly all election duties, including election day, voter registration, and absentee voting. 25 years experience in customer service	
<u>OTHER REQUIREMENTS (i.e. LICENSES):</u> wisvote certified			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Election Commission	CURRENT POSITION TITLE: Temporary Office Asst III - PT	EMPLOYEE ID NUMBER: 017984
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.) <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 Sharon Beauregard	SIGNATURE 	TITLE Training Manager	DATE 5/22/2025
APPROVING OFFICER Paulina Gutierrez	SIGNATURE 	TITLE Executive Director	DATE 5.22.25
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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
Cassandra Thornton		05/20/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
AUX - Temporary Program Assistant I	9HN	2051.96

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.

Cassandra Thornton

Temporary Appointment Applicant Signature

5/20/25

Date Signed

Paulina Gutierrez

Witness Name (Print)

Paulina Gutierrez

Witness Signature

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: 05/20/2025		2. Present Incumbent: Various		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Election Commission		Bureau: Division:		Unit: Section:	
6. Work Location: Various		Telephone: 286-8683 Email:		Work Schedule: Hours: various / Days:	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: Temporary Election Services Program Assistant I				Pay Range	Job Code
Underfill Title (if applicable):				9HN	0448DC
Requested Title (if applicable): Temporary Program Assistant I				9HN	0448DC
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This temporary position serves as a Program Assistant to full-time staff (pre and post-election), assisting staff with general administrative duties required in election administration and general office management. Key duties also include engaging with the public at the City Hall central office including walk-ins and phone calls, engaging with potential candidates seeking ballot access, and campaign committees seeking campaign finance guidance. This position will assist the absentee coordinator and voter engagement coordinator in completing state required annual and semi-annual maintenance of voter records and absentee applications. This position will assist in open records management assisting in sensitive redactions and records reviews. This position is required to be state certified to access the state's WisVote system and have a deep understanding of all components of the election administration in order to provide voters and potential voters the best customer experience when engaging with the office. Serving as a team lead, this position will assist full time staff with on-boarding other temporary election workers and interns at the city hall office. This position will provide administrative support to the management team.

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
45%	<ul style="list-style-type: none"> Serve as the frontline to public walk-ins at the counter, utilizing professionalism and de-escalation tactics in order to assist members of the public with their election-related needs. Provide administrative support to the management team that can include but is not limited to assisting with tracking supplies, managing calendars, appointments, phone calls, and other inquiries that may require delicate screening to ensure the correct information is being appropriately vetted. Lead any problem-solving and various voter inquiries when a full-time staff member is not present. Conduct preliminary investigation on any complex election administrative issues that may be presented by members of the public to determine next steps and engage with state officials if necessary to problem solve. Discern when issues should arise to the executive level for review and execution. Serve as a back up for all positions at city hall in the event of a vacancy during peak election season with an ability to quickly adapt to increasing and/or changing demands during high stress periods.

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%	<ul style="list-style-type: none"> Administering elections under the absentee balloting process, which can include various administrative tasks required to process early voting, dropboxes, special voting deputies, and/or mail ballots. Completing state mandated post-election duties, which can include reconciling voter participation with votes processed, completing election day registrations, preparing election materials for storage. Ensuring work is completed exactly as directed and following any written procedures provided. Assisting with open-records requests that can include redactions, review of data for accuracy and quality assurance, responding to requestors, and providing information as necessary. Serve as a liaison to the City Attorney's office as requested by the executive team.
10%	<ul style="list-style-type: none"> Maintain state mandated trainings and WisVote access, provide training to other temp staff on various state required election administration tasks as assigned.
15%	<ul style="list-style-type: none"> Serves as a team leader and expert on election administration for temporary election services workers. Assigned additional duties including ballot deliveries, training, end of day reconciliation, mentoring and coaching to temporary election services workers. Onboards new temporary employees and interns working at city hall, helping them get acclimated to the systems utilized to complete tasks and ensure they have the office resources necessary to do their jobs.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> Other duties as assigned
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Various but can include:

- Executive Director
- Deputy Director
- Operations Manager
- Training Manager
- Early Voting Coordinator
- Voter Engagement Coordinator
- Absentee Clerk
- Election Worker Coordinators

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

Supervision requires daily check-ins with full-time staff and regular reporting of work results. Program Assistant's duties will be clearly defined and should not veer outside of the scope without prior approval from assigned supervisor. In this position's capacity as a supervisor to temporary workers, they will not take disciplinary action, however can provide recommendations to their direct supervisor regarding the performance of their direct reports.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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:

of 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 (Select those that apply from list above, a - h)
2-10	Temporary Election Services Worker	B, C, d,

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.

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

i. Education and Experience:

1. Three years of progressively responsible experience performing related administrative work.
2. Preferred: At least two-years' experience in a customer service role
3. Minimum: At least one-year experience in a citywide and/or general election
4. Must be a qualified elector of Milwaukee County

ii. Knowledge, Skills and Abilities:

1. Ability to follow directions.
2. Ability to read, understand and write work-related documents.
3. Ability to discern issues, communicates challenges and engage supervisors before issues escalate.
4. Ability to engage in a professional manner with diverse members of the public.
5. Ability to discern issues and engage supervisors as issues escalate.
6. Attention to detail and accuracy.
7. Ability to alphabetize and complete simple math with accuracy.
8. Ability to do repetitive tasks for long periods of time.

iii. Certifications, Licenses, Registrations:

Other Requirements:

No felonies.

Reliable transportation

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

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.

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input type="checkbox"/>	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).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input checked="" type="checkbox"/>	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:** 0%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	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.)

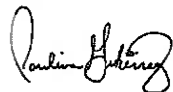
CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): various election equipment	

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.)

During election season, staff are expected to work late and on weekends. Election work requires many interactions with the public, as representatives of the City of Milwaukee Election Commission, it is expected staff representing the Election Commission will consistently remain professional, prioritize de-escalation and seek the guidance of a fulltime staff person as necessary.

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



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.

CASSANDRA THORNTON



Seeking an entry-level role in Office Assistant, where I can apply my customer service skills, creative problem-solving skills, and innovative thinking to add value to the team while making meaningful contributions and advancing my skills.

EXPERIENCE

09/2024 – PRESENT

TEMPORARY OFFICE ASSISTANT, CITY OF MILWAUKEE

Responsible for performing various administrative tasks to maintain a smooth-running office environment, including answering phone calls, greeting visitors, filing documents.

10/2014 – 09/2023

ASSISTANT STORE MANAGER, THE HOME DEPOT

Overseeing day-to-day operations, supporting the Store Manager, ensuring customer satisfaction, requiring strong leadership, communication and organizational skills.

EDUCATION

OCTOBER 2008

GED, MATC

I obtained my GED

SKILLS

- Excellent multi-tasking abilities
- Customer Service skills
- Awesome communication
- Attention to detail, Time Management
- Organizational skills

ACTIVITIES

I have experience in several facets of Elections including Poll Worker, Training facilitator, Office Assistant, Chief Trained, Ballot Printing. Worked for Elections over 10 years. I love learning new things, no matter what it is. I have several certificates in Leadership and have completed many workshops about leadership. I admire to teach anyone something new. I love to volunteer for my church and love giving back to my community.