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CYNTHIA HARRIS ORTEGA  
Assistant City Attorneys

June 6, 2024

Mr. Francis Bock, President  
Board of City Service Commissioners  
City Hall  
200 E. Wells Street, Room 706  
Milwaukee, WI 53202

**RE: Reinstatement of Shelia Thobani**

Dear President Bock:

The City Attorney's Office would like to reinstate Shelia Thobani to the position of Assistant City Attorney II. Ms. Thobani possesses five and a half years of experience as an attorney. She worked for this office for two and a half years (11/2018 – 5/2021). She was General Counsel to Milwaukee Public Schools, and the Charter Schools Review Committee. Ms. Thobani left the City of Milwaukee in good standing. Given her experience her reinstatement would be of benefit to the Office of the City Attorney. The consideration of this application for reinstatement by the Board of City Service Commissioners is requested. If any additional information is required to assist in making this decision, please let me know.

Very truly yours,

A handwritten signature in black ink, appearing to read "Evan C. Goyke", written over a horizontal line.

EVAN C. GOYKE  
City Attorney

ECG/mc/cdr

Attachments: Job Description, Application for Reinstatement, Thobani Resume

c: Kristin Urban, Staffing Services Manager  
Elizabeth Moore, Administrative Support Specialist  
Sarah Sinsky, Human Resources Assistant

/291676





**APPLICATION FOR  
REINSTATEMENT  
TO**

Dept. of Employee Relations  
Room 706, City Hall  
200 E. Wells St.  
Milwaukee, WI 53202-3554  
(414) 286-3751  
TDD (414) 286-2960  
[www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)

**INSTRUCTIONS TO APPLICANT:**

1. Please PRINT answers in black ink (for copying purposes).
2. Answer all questions. Credit may NOT be given for incomplete information.
3. DATE and SIGN on page 2.
4. Keep a copy of completed application materials for your files.

Name (Last, First, Middle Initial) Thobani, Sheila

List any other names by which you have been known on official records:

N/A

Are you 18 years of age or older?  Yes  No If under 18, how old are you? \_\_\_\_\_  
years months

Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of Milwaukee employees:

List any licenses, registrations and/or certificates you possess, such as Driver's, Nursing or Professional Engineer, that are related to the job you are applying for:

State Bar 1101817

TYPE	NUMBER (if any)	TYPE	NUMBER (if any)
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**EDUCATION AND TRAINING**

Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11  12

Did you graduate from High School?  Yes  No

If Yes, Name and Location of High School Colleyville Heritage High School, Colleyville, Texas

Have you passed a high school equivalency or G.E.D. Test?  Yes  No

Training beyond high school (college or university, nursing, business college, military or other training you have received). Under credits earned, indicate Q for quarter hours or S for semester hours.

NAME AND LOCATION OF SCHOOL	FULL OR PART TIME	DATES ATTENDED FROM TO MO. YR. MO. YR.	CREDITS EARNED	MAJOR OR FIELDS OF STUDY	TYPE OF DEGREE/DATE COMPLETED
Austin College, Sherman, TX	Full Time	Aug. 2010-May 2014	38.25	Political Science	BA
Marquette University Law School Milwaukee, WI	Full time	Aug. 2015- May 2018	91	Juris Doctor	

**OPEN RECORDS/PUBLIC INFORMATION**

The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.

If you do not wish us to reveal your identity, please check the following box:

Are you legally authorized to work permanently for any employer within the United States? Yes  No

There may be a possibility of employment with other organizations. If so, may we refer your name? Yes  No

Give the titles and dates of all City examinations you have taken within the last six months (if none, print "NONE"):

none

Please list the following information about your previous employment with the City of Milwaukee:

Assistant City Attorney II	City Attorney's Office		Nov. 2018 to May 2021
POSITION TITLE	DEPARTMENT	EMPLOYEE ID #	FROM (MO./YR.) TO (MO./YR.)

**READ CAREFULLY BEFORE SIGNING** -- I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I understand that residency in the City of Milwaukee within six months of appointment and throughout employment is required by City Charter 5-02\*. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. Such inquiries may include, but are not limited to the quality and quantity of my work, work record, qualifications, education and criminal records as defined above. NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied. I forever waive, release and covenant not to sue any person or organization as a result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality. A copy of this authorization shall be effective as the original.

SIGNATURE Sheila Thobani

DATE 05/30/2024

\*The City of Milwaukee's ability to continue enforcement of the residency requirement is currently in litigation. Please contact the Department of Employee Relations for specific questions regarding your situation.

## EMPLOYMENT HISTORY

**Begin with current or most recent employment and work back. Account for all time during the past ten years, including periods of unemployment. IN ADDITION, LIST ANY OTHER PAID OR UNPAID WORK EXPERIENCE THAT MAY QUALIFY YOU FOR A POSITION. ATTACH ADDITIONAL PAGES IF NECESSARY.**

<b>Employer</b> Wirth + Baynard	From (month/year): <u>July 2023</u> To (month/year): <u>Current</u>
Address 9898 W. Bluemound Rd, Suite 2 Wauwatosa, WI	Salary/Wage: \$ _____ per _____
Your Title Litigation Attorney	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40+</u>
Supervisor's Name, Title and Phone Number Jasmyne Baynard, Partner	Reasons for leaving: Career advancement
Duties: Insurance defense litigation; defend 1983 cases against municipalities and law enforcement officers	
<b>Employer</b> Buelow Vetter Buikema Olson & Vliet LLC	From (month/year): <u>June 2021</u> To (month/year): <u>June 2023</u>
Address 20855 Watertown Rd, Suite 200 Waukesha, WI	Salary/Wage: \$ _____ per _____
Your Title Associate Attorney	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40+</u>
Supervisor's Name, Title and Phone Number Gary Reusch (retired shareholder)	Reasons for leaving: Career advancement
Duties: General counsel to public and private schools	
<b>Employer</b> City of Milwaukee	From (month/year): <u>Nov 2018</u> To (month/year): <u>May 2021</u>
Address 841 N. Broadway, 10th Floor Milwaukee, WI	Salary/Wage: \$ _____ per _____
Your Title Assistant City Attorney	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>
Supervisor's Name, Title and Phone Number Mary Schanning, Deputy City Attorney	Reasons for leaving: See resignation form filed with DER May of 2021
Duties: General Counsel to Milwaukee Public Schools, and the Charter Schools Review Committee, and other duties as assigned	



REQUEST FOR REINSTATEMENT

Rule X, Section 8 of the City Service Rules allows individuals who resigned or took a voluntary demotion, and were in good standing with their department, to request reinstatement. Requests must be approved by the department to which the former employee wants to be reinstated. Requests made more than three years from the date of separation must also be approved by the City Service Commission. An employee may only be appointed by reinstatement twice.

Applicants for reinstatement must submit this form and a Reinstatement Request Application to the Department of Employee Relations. Both documents are required in order to be considered for reinstatement.

Applicants are notified when a request is approved or denied. If approved, and the position previously held is currently vacant with an intent by the department to fill it, the individual has rights to that position. If an appropriate vacancy does not exist, the individual's name is placed on a reinstatement list for that title, and sent notices for interviews as other vacancies occur. Reinstatement lists are active for two years, but may be extended by the City Service Commission. Candidates being considered for placement via reinstatement will be subject to a conviction record review and satisfactory completion of a pre-placement testing, if required.

At the time of reappointment, the individual shall receive salary, service credit towards benefits, and job class seniority. Job class seniority is determined by City Service Rules. The CSC policy on reinstatement does not address employee's ERS contributions or benefits. Employees who are reinstated must contact the Employees' Retirement System directly in regard to their pension contributions or benefits.

Table with 2 columns: Benefit Category, Description. Rows include Salary, Service Credit Toward Vacation Accrual, Service Credit Toward Job Class Seniority, and Sick Leave Balance.

WHEN REQUESTING REINSTATEMENT, YOU MUST PROVIDE THE FOLLOWING INFORMATION (type or print legibly):

Name: Sheila Thobani



Employee ID: Date of Separation from Service: May of 2021

Reinstatement to which Department & Division: City Attorney's Office

Reinstatement to which Job Title: ACA II

Department & Division Where Last Employed: City Attorney's Office

I have read and understand the information above. I am requesting that my name be placed on the reinstatement list for the Job Title listed above.

Sheila Thobani

05/30/2024

Signature

Date

YOU MUST ATTACH A COMPLETED REINSTATEMENT APPLICATION TO THIS REQUEST
ALL REINSTATEMENT REQUESTS MUST BE SENT TO DERcertification@Milwaukee.gov.



# Sheila Thobani

Attorney



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City Prosecutor turned General Counsel, moonlighting as a Federal Litigator.

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Relationship Building By Respecting Clients' Concerns, And Providing Solutions They Can Appreciate Confidently.

Gaining Trust From Clients And Open To Clients' Exposure To Their Industry To Better Counsel And Advise On Their Legal Affairs.

Using Efficient and Thorough Fact Investigation Skills to Enhance Client Operations.

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## Experience

### **Wirth + Baynard / Litigation Associate**

JULY 2023 - PRESENT, Wauwatosa, WI

- Successfully maintain complex caseloads in trial posture and attend related hearings in state and federal court or regulatory tribunals; formulate trial strategy and prepare witnesses for testimony.
- Manage discovery processes, produce case evaluations and mediation reports, prepare pleadings, and analyses of evidence.
- Conduct and defend depositions for insureds and their insurance company, municipal defendants including law enforcement officers.
- Analyze claim files to identify duty to defend and assist in producing coverage opinions.
- Conduct thorough research and draft legal arguments for dispositive motions, memoranda of law, and appellate briefs.
- Represent Veterinarians before state regulatory tribunals concerning liability issues and in civil malpractice disputes.

### **Buelow Vetter Buikema Olson & Vliet / Associate Attorney**

June 2021 - June 2023, Waukesha, WI

- Provided legal counsel to public and private school districts in the areas of general school law and special education law.
- Represented school districts in due process hearings before administrative law judges, in IDEA complaints before the state education agency, within student disciplinary proceedings and appeals, and during investigations led by the Department of Education's Office for Civil Rights.
- Conducted trainings for elected school officials, administration, and staff on compliance with federal and state records laws, subpoenas, and federal and state regulations.
- Served as an impartial investigator for internal complaints, including parent-based complaints.
- Assisted in production of documents while using DISCO.

### **City of Milwaukee, Office of the City Attorney / Assistant City Attorney**

November 2018 - May 2021, Milwaukee, WI

*Assistant City Attorney II*, January 2020-May 2021

- Served as General Counsel to Milwaukee Public Schools; provided legal

counsel to the Board of School Directors and to the Administration; represented the district in the areas of school and education law, civil litigation, and procurement; assisted independent hearing officers in student disciplinary hearings; conducted trainings for school social workers, independent hearing officers, school resource officers, and other professionals within the public school system; provided legal guidance to the City's Charter School Review Committee .

*Assistant City Attorney I*, November 2018-January 2020

- Prosecuted municipal ordinance violations and appeals, including building and zoning codes; represented City in property return petitions; served as community prosecutor for Milwaukee Police Department (MPD), District IV; conducted trainings for law enforcement officers and building inspectors; represented MPD in nuisance designation appeals before the Administrative Review Board of Appeals.

### **City of West Allis, City Attorney's Office / Assistant City Attorney**

May 2018 - October 2018, West Allis, WI

- Municipal prosecution of all ordinances (traffic and non-traffic, building code, library code, etc.); Appeared on behalf of the City for property return petitions, including firearms, and municipal appeals; Participated in Common Council meetings and special meetings for License and Health Committee.

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## **Education**

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### **Marquette University Law School / Juris Doctor**

August 2015 - May 2018, Milwaukee, WI

Thomas More Scholarship Recipient

Marquette Intellectual Property Law Review, Editor-in-Chief

Pro Bono Honor Society, Inductee

### **Austin College / Bachelor of Arts in Political Science**

August 2010 - May 2014, Sherman, TX

Minor: Philosophy

Founder's Scholarship Recipient

Distinguished Delegation of National Model United Nations

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## **Additional Highlights**

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Admitted to United States District Court Eastern District of Wisconsin and Western District of Wisconsin, and the United States Court of Appeals for the Seventh Circuit

TransCenter for Youth, Board Member

Home of Hope Charter School, Board Member

Marquette University Law School Alumni Board, Board Member

Administrative & Local Government Law Section, WI State Bar, Board Member

Top 40 Under 40, The National Black Lawyers

Rising Star, Super Lawyers

Oral proficiency in the Kutchi, Hindi, and Urdu languages

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
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.

<b>1. Date Prepared/ Revised:</b> 3/24/2024		<b>2. Present Incumbent:</b> STANDARD		<b>Is incumbent underfilling position?</b>			
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.			
<b>5. Department:</b> City Attorney's Office			<b>Bureau:</b>		<b>Unit:</b>		
			<b>Division:</b> Legal		<b>Section:</b>		
<b>6. Work Location:</b> ZMB, Ste. 716			<b>Telephone:</b>		<b>Work Schedule:</b>		
			<b>Email:</b>		Hours: 40 / Days: 5		
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>10.</b>	<b>Official Title:</b> Assistant City Attorney V				<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>		Assistant City Attorney II		2LX	0401	
	<b>Requested Title (if applicable):</b>						
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>			
				<b>Date:</b>			

**11. BASIC FUNCTION OF POSITION:**

To act in matters relating to legal work and to protect the interests of the City of Milwaukee. Incumbents in this classification provide legal representation to the city and prepare and complete court cases.

**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
100	
	<u>Litigation:</u>
	• Represent the City in court and before administrative agencies.
	• Handle any and all litigation in any court of this state and in connection with the City's action.
	• Conduct litigation as assigned.
	• Handles appeals in state and federal courts of appeal.
	• Prosecute violations of offenses against City ordinances.
	• Attends depositions.
	• Appears formally in court conferences, motions, and trials.
	• Prepares and answers written discovery.
	<u>Advisory and Administrative:</u>
	• Interpret laws, rulings and regulations for clients.
	• Review opinions, resolutions and ordinances.
	• Prepare opinions, resolutions and ordinances.
	• Prepares briefs, pleadings, and other legal documents.
	• Advise departments, committees, boards and commissions on legal matters.
	• Negotiate on behalf of the City and its departments.
	• Represents the city before various boards and commissions, and in state and federal court.
	• Appears formally in court conferences, motions and trials.

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.



**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Deputy City Attorney

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

Incumbents work under general supervision. While employees require some supervision in most assignments, they are free to develop their own work sequences within established procedure, methods and policies. They are generally subject to periodic supervisory checks.

**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:

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>

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

i. Education and Experience:

Graduation from a law school accredited by the American Bar Association.

Journey Level professional classification requiring 3 - 5 years of experience.

ii. Knowledge, Skills and Abilities:

Technical:

- General knowledge of laws, court procedures, precedents, and government regulations.
- Ability to handle all types of litigation and legal problems confronting the City of Milwaukee.
- Ability to understand and interpret complex written materials.
- Complex analysis and problem solving skills.
- Ability to analyze, assess, and organize facts, evidence and precedents and effectively present such materials verbally and in writing.
- Ability to work independently.
- Ability to perform computerized research regarding legal issues including case and docket management systems.

*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.*

Communication and Customer Service

- Excellent written communication skills including writing briefs, ordinances, and memos.
- Exceptional oral communication skills.
- Ability to work cooperatively and effectively with coworkers, City administrators, and citizens whose backgrounds may differ from one's own.

iii. Certifications, Licenses, Registrations:

Licensed to practice law in the State of Wisconsin at the time of appointment.

iv. Other Requirements:

**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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.

*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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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 checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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.

**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 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 checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list)</i> :	

**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.)

This is a journey-level professional classification in the Assistant City Attorney job family. Incumbents within this classification perform moderately complex duties with a variety of related tasks. Scope of work is restricted and responsibilities are performed within established framework under general instructions and supervision.

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

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*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.*