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City Attorney

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Deputy City Attorneys



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**ROBERT W. SANDERS**  
**ELIZABETH K. MILES**  
**LAURI A. ROLLINGS**  
Assistant City Attorneys

May 11, 2026

**Sent via Email only**

c/o [jacart@milwaukee.gov](mailto:jacart@milwaukee.gov)  
[elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov)

Board of City Service Commissioners  
Department of Employee Relations  
200 E. Wells St., Room 706  
Milwaukee, WI 53202

Re: 1<sup>st</sup> Request to Extend Temporary Appointment – Saul Newton

Dear Commissioners,

I respectfully request approval to extend the temporary appointment of Saul Newton to underfill the Legal Office Assistant – Lead position, as Administrative Assistant IV, effective May 31, 2026 through November 30, 2026 – 6 months. This is the first request for an extension of this temporary appointment.

This position directly supports the City Attorney. In furtherance of extending this temporary appointment, I have attached: Notice of Temporary Appointment Form, Temporary Appointee Statement of Understanding, Job Description – Legal Office Assistant – Lead, and Resume – Saul Newton.

Your consideration of this request is greatly appreciated. If you have any questions, please contact me at [lgilmo@milwaukee.gov](mailto:lgilmo@milwaukee.gov) or 414-286-3821.

Respectfully,

A handwritten signature in black ink, appearing to read "Lisa A. Gilmore". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

Lisa A. Gilmore  
City Attorney Human Resources Administrator





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



## 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](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
<b>DEPARTMENT/DIVISION</b> Office of the City Attorney	<b>LAST NAME</b> Newton	<b>FIRST NAME</b> Saul	<b>INITIAL</b> J.
<b>AUTHORIZED POSITION TITLE</b> Administrative Assistant IV	<b>PAY RANGE</b> 5JN	<b>F&amp;P COMMITTEE APPROVAL DATE</b> AUX	<b>REQUISITION #</b> AUX
<b>UNDERFILL TITLE (IF APPLICABLE)</b>	<b>PAY RANGE</b>	<b>WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, Referral #	
<b>REASON FOR TEMPORARY APPOINTMENT</b> <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	<b>EFFECTIVE DATE</b> 05/31/2026	<b>ANTICIPATED EXPIRATION DATE</b> 11/30/2026	<b>T.A. RATE OF PAY</b> \$2,393.42
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
<b>PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:</b> The Legal Office Assistant - Lead functions as executive legal secretary to Deputy City Attorneys and provides office support services to Assistant City Attorneys; provides lead direction to staff responsible for providing legal assistant and clerical support services; performs technical tasks relative to assigned areas of responsibility; and performs related duties as required.			
<b>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:</b> The candidate was identified through professional networking and has more than 10 years of senior operational, administrative, strategic office experience - including policy implementation, sophisticated calendar management, and designing and producing complex documents that comport with the functions of the position.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b><u>TRAINING AND EDUCATION:</u></b> UW-Stevens Point 2007-2009; UW- Milwaukee 2012-2024	<b><u>WORK EXPERIENCE:</u></b> Communication Director- We Are WI, 2015 - 2016; Owner - Bayonet Consulting LLC, 2019 - Present; Founder/President/CEO - WI Veterans Chamber of Commerce, 2015 - 2023; Exec. Dir. - Disability in WI, 2023- 2025	<b><u>OTHER REQUIREMENTS (i.e. LICENSES)</u></b> None	
<b>IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, CURRENT DEPARTMENT:</b> Office of City Attorney	<b>CURRENT POSITION TITLE:</b> AUX - Administrative Spec. Sr.	<b>EMPLOYEE ID NUMBER:</b>
<b>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.)</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
<b>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.</b>			
<b>REPORTING OFFICER</b> <i>USO Bilmore</i>	<b>SIGNATURE</b> <i>[Signature]</i>	<b>TITLE</b> CA HR Admin	<b>DATE</b> 5/8/26
<b>APPROVING OFFICER</b> <i>EVAN GOYKE</i>	<b>SIGNATURE</b> <i>[Signature]</i>	<b>TITLE</b> City Attorney	<b>DATE</b> 5/11/26
<b>THIS SECTION FOR DER REVIEW</b>			
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>



## 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**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Saul Newton		5/8/2026
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Administrative Assistant IV	5JN	\$2,393.42 biweekly

**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	11 MAY 2026 Date Signed
LISA GILMORE Witness Name (Print)	 Witness Signature

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
City Service Commission:	Finance Committee:
Fire & Police Commission:	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> 04/18/2024		<b>2. Present Incumbent:</b> Vacant		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> Maria Criselda Ladron		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> Administrative		<b>Section:</b>
<b>6. Work Location:</b> ZMB, Ste. 716			<b>Telephone:</b> 414-286-2654		<b>Work Schedule:</b>
			<b>Email:</b> newton@milwaukee.gov		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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Legal Office Assistant - Lead			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable):</b> Administrative Assistant IV			5JN	0497DC
	<b>Requested Title (if applicable):</b>			5JN	
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b>		
			<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

Functions as executive legal secretary to Deputy City Attorneys and provides office support services to Assistant City Attorneys; provides lead direction to staff responsible for providing legal assistant and clerical support services; performs technical tasks relative to assigned areas of responsibility; and performs related duties as required.

**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
90	<ul style="list-style-type: none"> <li>Assists Deputy City Attorneys, Assistant City Attorneys, paralegals and legal office assistants.</li> <li>Train assigned employees in work methods, techniques, use and operation of equipment.</li> <li>Performs legal I administrative work including the processing, preparing, typing, and copying various legal documents such as briefs, pleadings, correspondence, opinions, ordinances, resolutions, bonds, contracts and agreements.</li> <li>Generates complex legal documents such as briefs, motions, correspondence, reports and memorandum from minimal instructions and in support of assigned attorneys.</li> <li>Prepares responses to legal correspondence either from dictation, oral instruction or independently.</li> <li>Reviews files, case documents, and affidavits to detect completeness, timeliness and errors and provides information to attorneys and may research case files.</li> <li>Enters and retrieves case information using appropriate computer based data system; prepares reports requiring the extraction of database information.</li> <li>At the assigned attorney's instructions, contacts other attorney and parties to legal actions to obtain or relay technical information related to the case.</li> <li>Electronically files legal documents with clerks of the court and forwards to docketing; obtains required signatures and authorizations; maintains case files and records dates on which subsequent actions must occur. Ensures all court notifications, hearing appearances, etc. are forwarded to docketing for placement on attorney's calendar.</li> <li>Provide legal administrative support for trials.</li> <li>Enhance office effectiveness.</li> </ul>

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
	<ul style="list-style-type: none"> <li>Organizes depositions: composes and mails out notice of deposition, schedules/coordinates court reporter, reserves conference room.</li> <li>Provide excellent customer service to internal and external customers by phone and in person, including responding to inquiries and explaining departmental policies and procedures.</li> <li>Photocopying, scanning, emailing, distributing and/or mailing of case matter updates and other clerical tasks.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
10%	<ul style="list-style-type: none"> <li>Provides back-up clerical services to all legal sections as needed.</li> <li>Provides back-up reception services.</li> <li>Performs other duties as assigned.</li> </ul>

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

Lisa Gilmore, City Attorney Human Resources Administrator

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

The City Attorney Human Resources Administrator provides general administrative supervision and oversight; Deputies and Assistant City Attorneys direct specific work assignments and provide specific guidance and direction.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 3

**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 (Select those that apply from list above, a - h)
3	Legal Office Assistant 2	b, c, d, e, f

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

i. Education and Experience:

High school diploma or GED equivalent. Four years performing legal administrative work supporting multiple attorneys in a law office or other legal setting.

Legal secretary degree or Paralegal Degree can be substituted for one year of Lead experience.

ii. Knowledge, Skills and Abilities:

Knowledge and familiarity with terminology, procedures, documents and principles, related to legal support work; legal office practices and procedures including standard formats; business English,

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grammar, punctuation, and spelling; word processing, database and presentation applications, including the knowledge of macros; operation of general office equipment such as copiers, faxes, telephones, personal computers.

Ability to apply legal guidelines and regulations to varied operational requirements; prepare legal documents and correspondence using appropriate formatting, terminology and references; operate personal computer applications at an advanced level; establish and maintain effective working relationships with co-workers, public officials, and the general public; operate general office equipment; accomplish work within established timeframes; communicate effectively orally and in writing; adhere to prescribed office routines; maintain a neat personal appearance and courteous attitude toward the public and fellow employees; ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:  
Previous legal experience is necessary.

### 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 checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.

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<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.
<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.

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<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>

**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 checked="" 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.)

In addition to the tasks listed above, like the Legal Office Assistant-Senior, the Legal Office Assistant-Lead may function as a lead legal secretary in a particular legal section, train new employees as necessary, and monitor the flow and distribution of clerical work within a legal section. The Legal Office Assistant-Lead may also maintain various records and tabulations, prepare quarterly statistics, handle the scheduling of appointments and meetings, serve as administrative back-up to Deputy City Attorneys and provide back-up services for Finance and Personnel.

**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.*



# SAUL NEWTON

SAULNEWTON@GMAIL.COM | (414) 316-1163

## SUMMARY

Executive leader with over a decade of senior operational, administrative, and strategic management experience guiding complex organizations through growth, transformation, and cross-sector collaboration. Proven track record overseeing budgets, developing internal systems, leading cross-functional teams, and implementing policies that strengthen organizational efficiency and accountability. Skilled in advising executive decision-makers, coordinating across departments, and building partnerships with government, business, and community stakeholders. Committed to transparent, equitable, and data-driven public service.

## AWARDS

- 2017 Veteran Small Business Champion - U.S. Small Business Administration
- 2020 40 Under 40 – Milwaukee Business Journal
- 2020 Notable Veteran Executives - BizTimes
- 2022 Veterans in Business Awards- Milwaukee Business Journal

## PROFESSIONAL EXPERIENCE

### EXECUTIVE DIRECTOR, DISABILITY:IN WISCONSIN MILWAUKEE, WI • 2023-2025

- Directed statewide administrative, operational, and programmatic functions for Wisconsin’s largest employer-driven disability inclusion organization, ensuring alignment with organizational goals and compliance requirements
- Implemented strategic plans, internal controls, and budgeting systems that reduced expenditures by 30% while maintaining high-quality service delivery
- Strengthened organizational infrastructure through systems improvements, staff oversight, and board governance support
- Built and managed partnerships with major employers, public institutions, and government agencies to advance statewide workforce and accessibility initiatives

### FOUNDER/PRESIDENT & CEO, WISCONSIN VETERANS CHAMBER OF COMMERCE MILWAUKEE, WI • 2015-2023

- Served as chief executive overseeing strategy, administration, operations, fiscal stewardship, policy development, and organizational performance for a statewide business association
- Directed all internal functions, including budgeting, staff management, stakeholder engagement, and compliance
- Managed statewide coalitions representing over 500 business, nonprofit, and public partners, fostering collaboration across sectors
- Led legislative and policy initiatives that resulted in the enactment of numerous state and local measures supporting economic participation and organizational growth
- Supervised more than 50 cross-functional staff, contractors, and volunteers, establishing workflows, performance systems, and operational protocols

### OWNER, BAYONET CONSULTING LLC MILWAUKEE, WI • 2019-PRESENT

- Provide executive-level administrative leadership to nonprofit and civic organizations, including interim executive management, operational assessments, system redesign, and policy implementation
- Advise leadership teams on optimizing internal structures, strengthening governance, and improving organizational accountability

- Lead strategic planning processes, develop budgets, and design internal metrics to improve operational efficiency and program impact

## **EDUCATION**

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- University of Wisconsin-Stevens Point  
2007-2009
- University of Wisconsin-Milwaukee  
2012-2014

## **COMMUNICATIONS DIRECTOR, WE ARE WISCONSIN MADISON, WI • 2015-2016**

- Lead strategic planning processes, develop budgets, and design internal metrics to improve operational efficiency and program impact
- Managed messaging, media relations, and cross-departmental coordination in a fast-paced public policy environment
- Developed communications systems that supported executive decision-making and stakeholder engagement

## **VOLUNTEER EXPERIENCE & COMMUNITY LEADERSHIP**

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- U.S. Veterans Chamber of Commerce Board of Directors
- Feast of Crispian Board of Directors
- Milwaukee Homeless Veterans Initiative Board of Directors
- Friends of Milwaukee County Treatment Courts Board of Directors
- Wisconsin Veterans Network Advisory Board
- Farmer Veteran Coalition Wisconsin Chapter Advisory Board
- Business Representative, Governor's Council on Workforce Investment
- New Politics Veterans Council
- City of Milwaukee HUD Consolidated Plan Task Force
- U.S. Global Leadership Coalition Wisconsin Advisory Board
- Urban Economic Development Association Small Business Affinity Group
- Ethnic and Diverse Business Coalition
- M7 Region Entrepreneurial Advisory Council
- Employ Milwaukee Governance, Compliance, and Nominations Committee
- Democratic National Convention Host Committee Leadership Council
- Next Generation Workforce and Economic Development Policy Advisory Council
- Association of Chamber of Commerce Executives Economic Recovery Fellow