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November 7, 2025

Board of City Service Commissioners
Department of Employee Relations
200 East Wells Street, Room 706
Milwaukee, WI 53202

Re: Request to Extend Temporary Appointment – Linda Beckham

Dear Board of City Service Commissioners,

I respectfully request approval to extend the temporary appointment of Linda Beckham to the position of IT Support Specialist – Lead, effective November 23, 2025 through May 9, 2026. This is the first request for an extension of her temporary appointment.

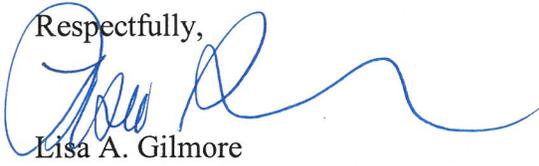
Ms. Beckham led technical planning for our department-wide case management system conversion, coordinates operational functions of the database, develops, documents, and maintains standards, best practices, and office system usage procedures for data management, workflow analysis, and business process. To recognize these enhanced responsibilities, Ms. Beckham was retroactively placed in the temporary appointment title, IT Support Specialist – Lead, effective August 31, 2025.

In her current capacity, Ms. Beckham continues to perform her regular duties while using her legacy systems knowledge to support higher-level information technology functions, including case management system project management and office-wide system training.

Extending this temporary appointment will support current operations and allow for the smooth transition of these responsibilities that are anticipated to continue through May 9, 2026.

Your consideration of this request is greatly appreciated. If you have any questions, please contact me at (414) 286-3821.

Respectfully,



Lisa A. Gilmore

City Attorney Human Resources Administrator





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 Office of the City Attorney	LAST NAME Beckham	FIRST NAME Linda	INITIAL
AUTHORIZED POSITION TITLE IT Support Specialist - Lead	PAY RANGE 2LN	F&P COMMITTEE APPROVAL DATE AUX	REQUISITION # AUX
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 11/23/2025	ANTICIPATED EXPIRATION DATE 05/09/2026	T.A. RATE OF PAY \$3918.19
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:			
Mrs. Beckham fulfills critical roles in our operations: facilitating our case management software conversion and system trainings; and coordinating the daily maintenance of documents for docketing. Temporary appointment is needed to ensure continuity of operations, transfer of knowledge, and to recognize enhanced responsibilities performing records management and high-level IT functions. Mrs.			
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:			
Mrs. Beckham has intimate knowledge of our legacy data management systems, served as the project manager for our case management system conversion, has strong organizational and multi-tasking skills, and proven proficiency and accuracy in data entry, and configuration.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>	
Bachelor of Science - Legal Studies, Magna Cum Laude; Bachelor of Science - Business Administration	30 years of CAO legal office experience: Docketing Coordinator - 4/2024 to present; Docketing Specialist Sr. - 11/2016 to 4/2024; Docketing Clerk/Specialist - 5/1997 to 11/2016		
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Office of the City Attorney	CURRENT POSITION TITLE: Docketing Coordinator	EMPLOYEE ID NUMBER: 009388
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 APPOINTIVE 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 Lisa Gilmore	SIGNATURE 	TITLE CA HR Administrator	DATE 11/06/2025
APPROVING OFFICER Robin Pederson	SIGNATURE 	TITLE Deputy City Attorney	DATE 11/06/2025
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

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

APPLICANT NAME (last, first, middle)		DATE
Linda Beckham		10/24/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
IT Support Specialist - Lead	2LN	\$3,918

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.

Linda Beckham

Temporary Appointment Applicant Signature

11/6/2025

Date Signed

LISA Gilmore

Witness Name (Print)

[Signature]

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: 10/24/2025	2. Present Incumbent: N/A	Is incumbent underfilling position?	
3. Date Filled:	4. Previous Incumbent: N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: City Attorney		Bureau:	Unit:
		Division: Administrative	Section:
6. Work Location: ZMB, Ste. 716		Telephone:	Work Schedule:
		Email:	Hours: 40 / Days: 5
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: IT Support Specialist - Lead (temporary title) Underfill Title (if applicable): Requested Title (if applicable):	Pay Range	Job Code	EEO Code
	11X		
Recommended Title (DER Use Only):		Approved by:	
		Date:	

11. BASIC FUNCTION OF POSITION:

The IT Support Specialist - Lead oversees and performs advanced docketing functions within the City Attorney's Office, providing instruction to attorneys and support staff on the use and procedures of the legal case and document management system. This position provides technical support and troubleshooting for the system, manages electronic workflows, and generates regular and customized reports on case status, volume, and workload for management and internal or external information requests. The IT Support Specialist - Lead provides day-to-day task management and workflow direction for the Docketing Specialist and is responsible for classifying, entering, and tracking all court, administrative, and legal services matters in the case and document management system; docketing and indexing relevant documents; distributing daily and other calendars; closing and filing all court and administrative cases; identifying potential conflicts of interest; and coordinating records retention for all legal matters. The role also requires maintaining up-to-date knowledge of State, Federal, and Appellate procedures, statutes, and laws. The IT Support Specialist - Lead assists the Docketing Specialist in performing these duties and may train, monitor, and assist staff in the use of the case and document management system.

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	Docketing & Records Coordination: <ul style="list-style-type: none"> Classify, enter, track, calendar and monitor data entries for cases and deadlines, hearings, depositions and appointments. Identify potential conflicts of interest. Research court and agency requirements for deadlines. Monitor docketing email distribution group inbox. Advise staff on data entry requirements. Train and oversee docketing activities related to legal services (opinion, advice, document drafting and research requests), administrative and litigation cases. Create and run queries and reports. Monitor for data corruption and other errors. Train all staff on case and document management system and docketing procedures. Serve as liaison to the City Records office.

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"> • Records Retention – coordinate the closing of case files (closing procedure, boxing, transporting, storage and retrieval of files). • General Office Functions - participating in general office functions including staff meetings.
40	<p><u>Data Integrity and Error Mitigation:</u></p> <ul style="list-style-type: none"> • Oversee the daily activities of new and pending cases. • Ensure that records and deadlines are accurately and timely entered into the proper matters and attorneys' calendars. • Research laws and statutes as needed, retain to ensure timely meeting of deadlines. • Retain knowledge of State, Federal and Appellate procedures and law • Ensure that data is entered accurately in the database. Anything ranging from typos to incorrect deadlines.
10	<p><u>Case and Document Management System Administrator/IT Support</u></p> <ul style="list-style-type: none"> • Troubleshoot and identify issues with set-up of end-users and advise Business Systems Coordinator of issues and/or corrections. • Repair issues relating to operation • Assist in evaluating third-party service providers, support contract negotiation and co-manage the transition between service providers' software platforms, the City Attorney's Office, and the IT department. • Serve as back-up and troubleshooter to IT related issues. • Main contact to IT issues relating to case and document management system. • Main resource to new staff relating to docketing, case management, record retentions, office and legal procedures. • Implement and maintain proper setup of the case and document management database. • Troubleshoot, identify and repair issues with the case and document management system. • Train, advise and consult with the Business Systems Coordinator on the case and document management system issues. • Consult with third-party vendors on the operations of current database issues. • Assist in evaluating third-party vendors, support contract negotiations and co-manage the transition between service providers of software platforms, the office and the IT department.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> • General Office Functions: participate in general office functions including staff meetings. • Perform other duties as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

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.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1.

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)
1	Docketing Specialist	a.,b.,c.,d.,e., f.

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:**
Associates degree in paralegal studies, business administration, criminal justice, legal studies or equivalent and 3 years' experience working in a legal or law-office setting as a legal office assistant, paralegal or equivalent. Equivalent combinations of education and experience may be considered
- ii. **Knowledge, Skills and Abilities:**
Facility with computer applications including document processing and database management. Demonstrated knowledge of local, state and federal judicial systems and procedures. Ability to communicate with and provide training for professional and administrative staff. Demonstrated ability to handle multiple assignments and multiple details. Detail oriented; ability to analyze problems; ability to problem solve. Interpersonal skills necessary to communicate in person, by e-mail and telephone and follow the instruction effectively from a diverse group of clients, attorneys, and staff and provide information with ordinary courtesy and tact. Ability to work independently and effectively under time constraints and pre-set deadlines in an accurate manner with consistent high production; require minimal supervision; ability to generate and implement new procedures for specific situations. 5+ years' law firm docketing experience preferred.
- iii. **Certifications, Licenses, Registrations:**
Valid State of Wisconsin Driver's License.
- iv. **Other Requirements:**
Strong computer skills and MS Office proficiency.

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 checked="" 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 checked="" 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 checked="" 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 type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.

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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input 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 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 checked="" 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 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).
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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 inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<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.
<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 checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" 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.)

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.

Linda A. Beckham



Senior-level professional with extensive experience in the law practice industry. Skilled in configuring, operating, and training staff on business systems, including document and case management software and Microsoft Office Suite. Strong background in information technology with a Bachelor of Science (B.S.) in Legal Studies from Herzing University.

EDUCATION & TRAINING

7/2009 Herzing University Online, Madison, Wisconsin
4/2012 Major: Business Administration - Legal Studies, GPA 3.8
Degree: Bachelor of Science in Legal Studies, *Magna Cum Laude*

8/2007 Cardinal Stritch University, Milwaukee, Wisconsin
7/2008 Major: Bachelor of Science Business Administration, GPA 3.9 (21 Credits)

9/2004 Milwaukee Area Technical College, Milwaukee, Wisconsin
5/2007 Major: Real Estate Brokerage, GPA 3.9 (54 Credits)

8/1983 Concordia University, Mequon, Wisconsin
6/1984 Major: Administrative Assistant, GPA 3.0 (27 Credits)

6/1983 Washington High School, Milwaukee, Wisconsin
High School Diploma

PROFESSIONAL WORK HISTORY & EXPERIENCE

12/1995 City of Milwaukee City Attorney Office, Milwaukee, Wisconsin
To Present Docketing Coordinator – 4/14/2024 - Present
Docketing Specialist, Sr. – 11/20/2016 – 4/13/2024
Docket Clerk/Docketing Specialist – 5/5/1997 to 11/19/2016
Legal Assistant II - 12/18/1995 to 5/4/1997

- Assist IT department in duties relating to case and document management systems configuration and operation.
- Assess, troubleshoot and contact support relating to IT issues.
- Advises management as to the office's IT needs.

Linda A. Beckham
Professional Experience Continued

- System Administrator for case and document-management business systems: Legal Files, ProLaw, e-Docs in addition to related plug-ins, add-ons applications.
- Responsible for the setup, configuration, and data mapping from ProLaw to Legal Files to ensure accurate system migration, implementation and operation.
- Coordinate training for all staff with Legal Files support.
- In-house specialist for the office's business systems responsible for training, monitoring and assisting staff in operation and troubleshooting, often resolving issues without vendor support.
- Responsible for overseeing the docketing section, including workflow coordination and staff support to ensure timely, accurate case tracking and deadline management.
- Provide guidance and support to office departments on best practices for office procedures and business system operations to obtain optimal results.
- Data entry of cases, deadlines, and court filings (docketing).
- Create and design quarterly and yearly statistical reports.
- Knowledge of court rules and procedures.
- Responsible for office records management and training staff as to records management.
- Manage storage vault & the storage of approximately 4,000 closed cases and coordinate with the Records Center.
- Drafted and prepare legal documents, i.e., briefs, correspondence, memos.
- Dictaphone transcription.

4/1990 Legal Aid Society of Milwaukee, Inc., Milwaukee, Wisconsin
To 12/1995 Position Title: Legal Assistant

- Interviewed clients.
- Drafted and prepared legal documents, i.e., briefs, correspondence, memos.
- Dictaphone transcription.
- Knowledge of business accounting and concepts.

1986-1988 Milwaukee Police Department, Milwaukee, Wisconsin
Position Title: Clerk

- Performed criminal background checks.
- Prepared criminal data reports.

COMPUTER SKILLS

- Case and Document Management: Legal Files, Prolaw, e-Docs.
- MS Products: Word, Excel, PowerPoint, Access, Teams.
- Operate scanners, faxes and copiers.
- Type 65 wpm.