



Human Resources and Finance Department

*Human Resources*

**MEMORANDUM**

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**TO:** Femi Fletcher, Chief Examiner, and Civil Service Commission  
**FROM:** Human Resources Staff  
**DATE:** January 28, 2026  
**SUBJECT:** Request to Establish Passing Scores – Firefighter/EMT

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**Action Requested**

In order to publish an initial eligibility list, Human Resources staff requests the Commission to establish passing scores for the written examination at 80, and for the total, weighted written and subjective components of the examination for Firefighter/EMT at 50.

**Background and Authority**

Per 65 ILCS 5/10-2.1-6.3:

*In order to qualify for placement on the final eligibility register, an applicant's score on the written examination, before any applicable preference points or subjective points are applied, shall be at or above the minimum score as set by the Commission.*

*An initial eligibility list shall be posted containing those candidates who meet or exceed the passing score established by the Commission: The commission shall prepare and keep a register of persons whose total score is not less than the minimum score for passage and who have passed the physical ability examination.*

A list of candidate scores, along with a disparate impact report, is attached to this memo. The recommended passing scores will place a total of 42 candidates on the initial eligibility list.

**Recommendation**

It is recommended that the Commission establish the following passing scores for the 2026 Firefighter/EMT examination:

Minimum raw written score: 80

Minimum total weighted score (written and subjective): 50



City of Urbana  
 Firefighter/EMT 2026  
 Initial Eligibility List



Application Number	Human Relations Score	Mechanical Score	Math Score	Reading Score	NTN Score	Weighted Exam	Raw Interview Score	Weighted Interview Score	Total
22775	85.69	96.00	100.00	100.00	95.42	38.17	73.40	44.04	82.21
24236	78.33	88.00	100.00	100.00	91.58	36.63	75.60	45.36	81.99
24477	76.11	92.00	83.33	100.00	87.86	35.14	78.00	46.80	81.94
22691	85.21	84.00	77.78	100.00	86.75	34.70	77.80	46.68	81.38
24588	79.51	92.00	88.89	100.00	90.10	36.04	73.20	43.92	79.96
16720	81.81	80.00	100.00	100.00	90.45	36.18	71.20	42.72	78.90
9957	81.81	96.00	72.22	100.00	87.51	35.00	72.20	43.32	78.32
24171	83.89	88.00	100.00	100.00	92.97	37.19	67.60	40.56	77.75
22671	83.19	80.00	77.78	100.00	85.24	34.10	70.60	42.36	76.46
17340	81.81	60.00	94.44	93.33	82.40	32.96	72.20	43.32	76.28
24511	83.54	68.00	88.89	100.00	85.11	34.04	68.20	40.92	74.96
22801	72.92	76.00	88.89	100.00	84.45	33.78	66.00	39.60	73.38
24183	84.44	88.00	100.00	100.00	93.11	37.24	58.00	34.80	72.04
24032	86.53	92.00	88.89	100.00	91.86	36.74	56.80	34.08	70.82
24566	92.29	84.00	100.00	100.00	94.07	37.63	55.20	33.12	70.75
14939	83.89	88.00	100.00	100.00	92.97	37.19	53.20	31.92	69.11
24264	74.31	76.00	100.00	93.33	85.91	34.36	57.20	34.32	68.68
22890	87.85	76.00	83.33	100.00	86.80	34.72	56.20	33.72	68.44
21273	72.64	84.00	83.33	100.00	84.99	34.00	56.40	33.84	67.84
24552	81.88	84.00	72.22	93.33	82.86	33.14	56.80	34.08	67.22
23954	90.00	80.00	94.44	100.00	91.11	36.44	50.60	30.36	66.80
24243	80.35	84.00	100.00	100.00	91.09	36.44	50.00	30.00	66.44
24599	91.53	80.00	100.00	100.00	92.88	37.15	48.80	29.28	66.43
24281	80.00	76.00	100.00	100.00	89.00	35.60	51.00	30.60	66.20
11985	89.58	92.00	94.44	100.00	94.01	37.60	46.40	27.84	65.44
24583	78.89	76.00	94.44	100.00	87.33	34.93	47.60	28.56	63.49
24061	85.00	64.00	72.22	100.00	80.31	32.12	52.00	31.20	63.32
22725	71.25	72.00	100.00	100.00	85.81	34.33	47.40	28.44	62.77
22688	81.88	80.00	100.00	100.00	90.47	36.19	43.60	26.16	62.35
22873	73.06	84.00	88.89	100.00	86.49	34.60	45.40	27.24	61.84
21206	78.33	68.00	83.33	93.33	80.75	32.30	48.80	29.28	61.58
23998	92.43	92.00	83.33	100.00	91.94	36.78	40.40	24.24	61.02
24143	77.99	92.00	88.89	100.00	89.72	35.89	39.20	23.52	59.41
12271	70.49	84.00	88.89	100.00	85.85	34.34	39.20	23.52	57.86
21143	72.92	100.00	94.44	100.00	91.84	36.74	34.80	20.88	57.62
24509	80.69	72.00	100.00	100.00	88.17	35.27	36.00	21.60	56.87
24142	77.36	76.00	88.89	93.33	83.90	33.56	38.00	22.80	56.36
25668	78.13	80.00	100.00	100.00	89.53	35.81	34.00	20.40	56.21
24176	79.93	84.00	94.44	100.00	89.59	35.84	31.80	19.08	54.92
24350	71.25	99.00	100.00	93.33	90.90	36.36	27.20	16.32	52.68
16652	81.11	84.00	83.33	100.00	87.11	34.84	28.80	17.28	52.12
21497	86.94	88.00	88.89	93.33	89.29	35.72	24.60	14.76	50.48

# Disparate Impact Analysis

(an On-Line Internet based application)

**Instructions:** Please fill out the information into the form below. Once you have entered your data below, you may select the types of analysis to be conducted by checking the appropriate boxes. Then press the compute button at the bottom of the form to view the results.

Select the type of employment decision:

Enter a title for your report:

## Sex

Number of Male

Applicants

Selected

Number of Female

Applicants

Selected

## Race

Number of Non-Minority

Applicants

Selected

Number of Minority

Applicants

Selected

## Age

Number of Younger

Applicants

Selected

Number of Older

Applicants

Selected

## Disability

Number of Non-Disabled

Applicants

Selected

Number of Disabled

Applicants

Selected

- Adverse Impact
- Chi-Square
- Standard Deviation
- Confidence Intervals
- Probability Distribution

Select the Statistical Tests you wish to execute by checking or unchecking the boxes on the left. Then press the 'Compute' button below.

**Compute**

Display:  Description of Statistic  Interpretation of Results

# Firefighter-EMT

## Adverse-Impact Report

Adverse Impact and the "four-fifths rule." - A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5ths) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact. [Uniform Guidelines on Employee Selection Procedures](#)

Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio for Female	Adverse Impact Ratio for Male
(1/1) = 1	(41/41) = 1	(1/1)=1	(1/1)=1

Adverse impact as defined by the 4/5ths rule was not found in the above data.

Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio for Minority	Adverse Impact Ratio for NonMinority
(6/6) = 1	(36/36) = 1	(1/1)=1	(1/1)=1

Adverse impact as defined by the 4/5ths rule was not found in the above data.

## Chi-Square Report

Observed Expected	Selected	Not Selected	Row Totals
Male	41 41	0 0	41
Female	1 1	0 0	1
Column Total	42	0	42

**Chi-Square = NaN**

**The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.**

Observed Expected	Selected	Not Selected	Row Totals
NonMinority	36 36	0 0	36
Minority	6 6	0 0	6
Column Total	42	0	42

**Chi-Square = NaN**

**The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.**

# Standard-Deviation Report

The difference between the proportion of the protected class Selected and the proportion of all Applicants Selected has a normal distribution with a mean and standard deviation. The statistic is shown below:

$$\frac{(r / n) - p}{\sqrt{p * (1-p) / n} * \sqrt{1-q}}$$

*Analysis of proportion of Female Selected*where:

- **r = number of Female Selected.**
- **n = number of Selected (Female and Male).**
- **p = proportion of Applicants that are Female.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
Male	41	0	41
Female	1	0	1
Column Total	42	0	42

$$\begin{aligned} r &= 1 \\ n &= 42 \\ p &= 1 / 42 = 0.024 \\ q &= (1 + 41) / (1 + 41) = 1 \end{aligned}$$

**Standard Deviation Statistic = NaN**

**These results show that the proportion of Female Selected is NaN standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.**

*Analysis of proportion of Minority Selected*where:

- **r = number of Minority Selected.**
- **n = number of Selected (Minority and NonMinority).**
- **p = proportion of Applicants that are Minority.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
NonMinority	36	0	36
Minority	6	0	6
Column Total	42	0	42

$$\begin{aligned} r &= 6 \\ n &= 42 \\ p &= 6 / 42 = 0.143 \\ q &= (6 + 36) / (6 + 36) = 1 \end{aligned}$$

**Standard Deviation Statistic = NaN**

**These results show that the proportion of Minority Selected is NaN standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.**

# Confidence Interval Report

The proportion of the protected class Selected has an expected value that would fall within a specified confidence interval.  
The statistic is shown below:

Observed value =  $(r / n)$

Expected value =  $p$

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Standard Deviation =  $\sqrt{p * (1-p) / n} * \sqrt{1-q}$

Confidence Interval:

Lower Bound =  $p - 1.96 * \text{Std Dev}$

Upper Bound =  $p + 1.96 * \text{Std Dev}$

## *Analysis of proportion of Female Applicants Selected where:*

- **r = number of Female Selected.**
- **n = number of Applicants Selected.**
- **p = proportion of Female among those Selected.**
- **q = proportion of Applicants Selected.**

**r = 1**

**n = 42**

**p =  $(1/(1+41))=0.024$**

**q =  $((1 + 41)/(1 + 41))=1$**

**$(r/n)=1/42=0.0238$**

**The lower bound of the confidence interval is:  $0.024-(1.96*0)=0.0238$**

**The upper bound of the confidence interval is:  $0.024+(1.96*0)=0.0238$**

**Confidence Interval = 0.0238 to 0.0238**

**These results show that the proportion of Applicants Selected who were Female ( $r/n=0.0238$ ) is not contained in the confidence interval. Therefore a finding of disparate impact is supported by this data.**

## *Analysis of proportion of Minority Applicants Selected where:*

- **r = number of Minority Selected.**
- **n = number of Applicants Selected.**
- **p = proportion of Minority among those Selected.**
- **q = proportion of Applicants Selected.**

**r = 6**

**n = 42**

**p =  $(6/(6+36))=0.143$**

**q =  $((6 + 36)/(6 + 36))=1$**

**$(r/n)=6/42=0.1429$**

**The lower bound of the confidence interval is:  $0.143-(1.96*0)=0.1429$**

**The upper bound of the confidence interval is:  $0.143+(1.96*0)=0.1429$**

**Confidence Interval = 0.1429 to 0.1429**

**These results show that the proportion of Applicants Selected who were Minority ( $r/n=0.1429$ ) is not contained in the confidence interval. Therefore a finding of disparate impact is supported by this data.**

# Probability Distribution Report

Number Female Selected	Number Male Selected	Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio of Female	Adverse Impact against Female ?	Probability	Cumulative Probability
Selected->1	41	(1/1)	(41/41)	1	NO	1	1

Given that 42 were Selected from a pool of 41 Male and 1 Female it was possible to have Selected from 1 to 1 females.

Adverse Impact would be found if you Selected 0 or fewer Female.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0 (the sum of the probabilities of having Selected 0 or fewer Female).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

## Probability Distribution of the variable: Number of Female Selected.



1

Number of  
female  
Applicants  
Selected

The probability distribution of having Selected from 1 to 1 females is displayed above. The graph above is shown starting with 1 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 1 female Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of female Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer females Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more females Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of female and male Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 1 to 1 female Applicants, the individual probabilities of having Selected each number of female Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of female and male Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Female Selected' would have a lower bound of 1 and an upper bound of 1.

The significance of having Selected 1 or fewer Female is graphically displayed below.



1

Number of female Applicants Selected

As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 0 *or fewer* female Applicants.

You have Selected 1 female Applicants. The probability of having Selected 1 *or fewer* Female is equal to the cumulative probability for having Selected 1 Female Applicants. The cumulative probability of having Selected 1 female Applicants is 1 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 1 or fewer female Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

## Probability Distribution Report

Number Minority Selected	Number NonMinority Selected	Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio of Minority	Adverse Impact against Minority ?	Probability	Cumulative Probability
Selected->6	36	(6/6)	(36/36)	1	NO	1	1

Given that 42 were Selected from a pool of 36 NonMinority and 6 Minority it was possible to have Selected from 6 to 6 minorities.

Adverse Impact would be found if you Selected 0 or fewer Minority.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0 (the sum of the probabilities of having Selected 0 or fewer Minority).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

## Probability Distribution of the variable: Number of Minority Selected.



6

Number of  
minority  
Applicants  
Selected

The probability distribution of having Selected from 6 to 6 minorities is displayed above. The graph above is shown starting with 6 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 6 minority Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of minority Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer minorities Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more minorities Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 6 to 6 minority Applicants, the individual probabilities of having Selected each number of minority Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Minority Selected' would have a lower bound of 6 and an upper bound of 6.

The significance of having Selected 6 or fewer Minority is graphically displayed below.



6

Number of  
minority  
Applicants  
Selected

As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 0 *or fewer* minority Applicants.

You have Selected 6 minority Applicants. The probability of having Selected 6 *or fewer* Minority is equal to the cumulative probability for having Selected 6 Minority Applicants. The cumulative probability of having Selected 6 minority Applicants is 1 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 6 or fewer minority Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

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# ADMINISTRATIVE ASSISTANT-II (LEGAL ASSISTANT GENERALIST/LEGAL DIVISION)

## JOB DESCRIPTION

<b>Department:</b> Executive	<b>Division:</b> Legal
<b>Work Location:</b> Urbana <del>Hall</del> City Building	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> City Attorney	<b>Union:</b> Non-Union

## JOB SUMMARY

Performs the full range of secretarial duties required by the Division and a wide variety of paraprofessional tasks. Plans, coordinates, organizes, and completes tasks in accordance with legal deadlines and division priorities. Prepares and distributes a variety of legal documents including complaints, summonses, motions, real estate liens and notices; monitors, coordinates, and assists with a variety of legal tasks; and creates and maintains complex records systems.

A Legal Administrative Assistant-II performs a wide variety of specialized legal clerical and general clerical work, which includes composing and typing legal documents and correspondence, processing of legal documents, and maintenance of legal case records. The range of duties typically involves performing work in multiple, unrelated areas of law and for several attorneys.

## **Class Specifications**

Legal Administrative Assistant-II is characterized by responsibility for a wide variety of complex legal clerical work requiring independent judgment and ~~discretion, and~~ **discretion and** is subject to minimal work direction and instruction. This class is comparable to other clerical classes at the leadwork or advanced journey level, but is differentiated from them by the specialization in and knowledge of legal clerical work.

## ESSENTIAL FUNCTIONS

1. Performs the full range of administrative and clerical support required by the Division, which includes: processing invoices for payment; opens, sorts, logs and distributes Legal Division's incoming mail; prepares outgoing Division mailings; makes copies; maintains appropriate office supplies and orders as needed, within budget limits; schedules and coordinates meetings and maintains calendars for staff as directed; **provides excellent customer service to members of the public who contact the Legal Division and to stakeholders within the City organization.**
2. Prepares legal documents and correspondence. This includes typing, proofreading and editing memoranda, ordinances, correspondence, and other items of a confidential and sensitive

nature. Appropriately handles, processes and delivers legal pleadings and other documents, coordinating with the State and others as needed. Maintains working knowledge of computer software.

3. Creates and maintains Division filing systems. This includes creating, maintaining and updating filing system for office, law library, storage, research, legislative history, and computer files. Creates and maintains indexes for filing systems; establishes new litigation files; organizes existing litigation files. Files pleadings, correspondence and departmental memos on a regular basis. Responsible for filing updates to Municode and other legal education and reference material.
4. Miscellaneous functions. This includes routine maintenance of office equipment, receiving/routing telephone calls and office visitors including interacting with City departments and agencies, delivering materials, purchasing supplies, and completing other errands. Acts as Notary Public. Acts as back up to other department support positions as needed.
5. May be required to prepare and maintains a master list of non-routine municipal ordinance violations and all small claims cases processed by the Legal Division, including a description of the disposition of any such case. Assists with other data entry.
6. Receives and accounts for payments from defendants for judgments and court costs owed; forwards payments to and verifies collection data with the Finance Department; prepares receipts for payments.
7. Files final documents with the court.
8. Assists in preparing prepares real estate liens in final legal form, verifies the correct legal descriptions of the property involved, records the liens at the Champaign County Recorder's Office, and prepares formal written releases of recorded liens.
9. Performs preliminary review of certain real estate tax matters, including drainage assessment notices and other real estate tax bills; refers such matters to the City Attorney or Assistant City Attorney, as appropriate.
10. Assists attorneys with preparation for litigation and legal reviews. May help gather materials and organize files.
11. Prepares for Division the material that the Division requests for inclusion in City Council and Committee of the Whole packets. Maintains records for all new ordinances that affect the City's Code and coordinates the process of submitting these to the codifier.
12. Monitor nuisance cases, verify ownership and billing address of property owners, prepare liens as needed, and monitor payment status.
13. May direct or assist with direction and training of other Division staff. Provides orientation and instructions regarding City and office procedures to new Division staff.
14. Responsible for knowing and complying with all City and department policies and; participating in professional trainings and development; ~~and adhering to attendance and workplace attire policies.~~
15. Performs other related duties as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Completion of high school or equivalent and four years of progressively responsible clerical/administrative experience; or completion of a two-year office science or business administration program and two years of progressively responsible clerical/administrative experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration or other related field and six months of administrative or office management experience; or an equivalent combination of education and experience.
- Must maintain attorney-client privilege, confidentiality and privacy and act carefully to preserve privacy of government records and information.

### **Preferred Qualifications**

- A minimum of three years' work experience at a {municipality, law firm, or a court} performing legal secretarial and paraprofessional legal duties. A paralegal certification or equivalent education may substitute for up to 18 month's experience, but the candidate must have worked at least 18 months on a fulltime basis providing legal secretarial and paraprofessional help to others.

### **Knowledge of**

- Existing knowledge of or ability to quickly understand and learn, as needed to perform work, legal terminology and court procedures for the filing and recording of legal documents.
- Existing knowledge of or ability to quickly understand and learn, as needed to perform work, punctuation, spelling math, office practices and procedures, phone etiquette, and the operation of standard office equipment, including computer, ~~adding machine, transcription equipment, copy machine,, fax machine, and voice mail.~~ copy machine, and multi-line telephone.
- General knowledge of: standard office procedures such as filing, typing, duplicating materials; answering telephones and taking/sending written or electronic-mail messages; telephone etiquette; correct English usage, grammar and punctuation; proper spelling of commonly used words; operation of computers and other office machines; manual and computerized recordkeeping methods; basic math; reading skills sufficient to understand information and materials related to the assignment.

### **Skills**

- **Communication** - Must communicate simply and clearly in concise and precise language, both orally and in writing.
- **Interpersonal skills** – Includes the ability to maintain professional demeanor under pressure and to effectively communicate verbally in a clear, concise and efficient manner; ability to accept change by demonstrating a positive attitude when changes occurs.

- **Organizational skills** - Includes the ability to work effectively in an open office environment with frequent interruptions and distractions, a moderate noise level, fluctuating workloads at a consistently high level, requiring special processing of some cases, priority changes and schedule adjustments.
- **Computer systems /software** – Includes advanced skill level in Microsoft Office software applications including Word, Excel, Outlook, PowerPoint, and internet search software relevant to the position. Proficiency in Access and/or other specialized software strongly preferred.
- **Quality of Work:** Maintains high standards of accuracy and attention to detail in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the public.

#### **Ability to**

- Practice effective communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and independently respond to inquiries.
- Must be able to work well independently, resolve problems, prioritize, relate well with various types of individuals, often when they are in distress, exercise good judgment, and work cooperatively in a team. Must take initiative within delegated responsibility and take direction as needed.
- Must be able to identify a potential conflict of interest arising from their professional work or personal interests and know how to address it in a way that protects the interests of the City and the clients involved.
- Type accurately on a computer keyboard ~~50 words per minute; 60 strongly preferred~~ **at a speed sufficient to perform the work.**
- Ability to quickly acquire skills in conducting legal research, including the use of Westlaw, CD-ROM services, Internet services and library materials, and factual research and to become familiar with criminal law and procedure, civil procedure and local court rules.
- **Uphold the highest standards of competency, professionalism, and integrity in all of their work, demeanor, and in their communications with others.**
- **Report to work on time and as required.**

#### **Licenses, Certifications and Memberships Required**

- Paralegal certification highly desired and encouraged.
- Be a notary public in the State of Illinois or become a Notary Public within three (3) months of hire.

#### **Level of Supervision Received**

- **The employee operates under the direction of the City Attorney.**

**Level and Complexity of Supervision Exercised.**

- This position is not responsible for supervising any staff positions.

**Security Level**

- Level PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.
- Level CJIS: essential functions require unescorted access to unencrypted criminal justice information. Upon a conditional offer of employment, the selected candidate must demonstrate the ability to meet the essential functions associated with this security level, in accordance with federal requirements.

**Supplemental Information**

**Working Environment:** *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Standard office setting. The work requires sitting and/or standing for prolonged periods of time, walking and frequent interaction with others, both in person and on the phone.
- Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure

**Physical Requirements:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 10 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office. On a frequent basis, essential duties of the position may require the ability to climb stairs, to kneel and/or crouch to retrieve files and other items.
- Vision: ~~VSee in the normal visual range with or without correction;~~ vision or other powers of observation sufficient to read computer screens and printed documents; visually inspect work in progress, with or without correction.
- Hearing: Hearing or other powers of determining sound sufficient for effective communication, ~~in the normal audio range~~ with or without correction.

**Class Specification History**

- General revision: 01/28/2026
- General revision: 12/28/16
- Revision: 4/15/06

*For HR/Finance Use*

<b>Title Code</b> 024	<b>Pay Grade</b> <u>103</u> <del>30</del>
<b>EEO Category</b> 6- Administrative Support	



# The Urbana Free Library

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210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax: 217-367-4061 • [urbanafreelibrary.org](http://urbanafreelibrary.org)

**To:** The Civil Service Commission, The City of Urbana

**From:** Taliah Abdullah, Executive Director of The Urbana Free Library

**Date:** January 12, 2026

**Re:** Updated list of Civil Service employees

**Employees joining the Civil Service at The Urbana Free Library:**

Matthew Morin started a full-time Civil Service position as Library Assistant 2 – Safety on June 2, 2025. He successfully completed his probationary period and is now a full member of the Civil Service.

Tina Carrington started a full-time Civil Service position as Administration Specialist on June 23, 2025. Tina was an internal hire who had been a part-time Library Assistant 2 – Administration. She successfully completed her probationary period and is now a full member of the Civil Service.

**Employees in their probationary period at The Urbana Free Library:** None

**List of current Civil Service employees at The Urbana Free Library:**

- Anslie Waldrep: Patron Services Specialist
- Brian Yako: Library Assistant 1 – Cataloging
- Brittini Meza-Krokenes: Library Assistant 2 – Patron Services
- Craig Williams: Library Assistant 2 – Safety
- Elaine Bearden: Programming Librarian
- Esther Yi: Programming Librarian
- Jacob Strom: Digital Media & Graphic Designer
- Jennie Grace: Digital Media & Graphics Coordinator
- Joel Spencer: Patron Services Librarian
- Jordan Kahle: Patron Services Librarian
- Kasia Hopkins: Collections Librarian
- Logan Peal: IT Specialist
- Matthew Morin: Library Assistant 2 – Safety
- Matthew Wetherbee: Library Assistant 1 – Cataloging
- Michael Poker: Library Assistant 2 – Patron Services
- Olivia Coleman: Programming Specialist
- Paige McQuigg: Patron Services Specialist
- Robin Hayden: Patron Services Specialist
- Sara Bennett: Archives Librarian
- Shalini Smith: Archives Librarian
- Sherrie Bowser: Archives Librarian
- Tina Carrington: Administration Specialist