**McDonald Police Department**

**CIVILIAN APPLICATION PACKAGE**

**APPLICATION INCLUDES:**

Questionnaire

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Description of Essential Duties of Civilian Personnel

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notifica­tion Procedure Release; a Waiver and Release for Background Investigation; and a Description of Essential Job Functions. Each one of these sections must be completed in order for McDonald Borough to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

**DATE OF APPLICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last Name First Name Middle Name Social Security Number

3. 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Alias(es), Nickname(s) Maiden Name, Other Changes in Name Telephone Number (Home)

 . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone Number Personal Email Address

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present Residence Address Street/City/State/Zip Code

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Residence: List all for the past ten years beginning with current

 Month & Year With whom did you live?

 From To Address Where are they now?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. FAMILY. List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-

in-law, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided or

with whom a close relationship existed or exists.

Relationship Name Address If Living

Father\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. VEHICLE OPERATOR'S LICENSE. Give the following information concerning any vehicle operator's

license you have held or now hold.

Type of License Number Issuing Authority Expiration

Have you ever had a license suspended or revoked?

 10. CONVICTION OF CRIME.

Have you ever been convicted of a misdemeanor, felony or greater criminal violation? (Yes/No) If yes, state violation, court of jurisdiction and date of conviction.

11. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation? (Yes/No) How much? How often? The source(s)

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution: Type of Account:

12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.

 Type (Social, Fraternal, Office Membership Dates

Name Address Zip Professional, etc.) Held From To

13. SUBVERSIVE ORGANIZATIONS.

(Yes/No)

 Are you now or have you ever been a member of any organization, association, movement, group

 or combination of persons which advocates the overthrow of our constitutional form of

 government, or which has adopted the policy of advocating or approving the commission of acts

 of force or violence to deny other persons their rights under the Constitution of the United States

 or which seeks to alter the form of government of the United States by any unconstitutional

 means?

 Are you or have you ever been affiliated or associated with any organization of the type described

 above, as an agent, official or employee?

 Are you now associating with, or have you associated with, any individual, including relatives,

 who you know or have reason to believe are or have been members of any of the organizations

 identified above?

\_\_\_\_\_\_ Have you ever been engaged in any of the following activities of any organization of the type

 described above: Distribution(s) to, attendance at or participating in any organizational, social or

 other activities of said organization or of any projects sponsored by them; the sale, gift, or

 distribution of any written, printed or other matter, prepared, reproduced, or published by them

 or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held. Also include dates, places and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

14. EDUCATION.

A. List all elementary, junior high and high schools attended. Attach transcript from last high school attended.

 Graduated

Name Address City Zip Yes/No

B. Higher Education. List all colleges or universities attended. Attach transcript from last institution.

 Credit Hours Degree

Name City Zip Years Attended Semester/Quarter Rec'd

Major and Minor Courses.

C. Other Schools or training (trade, vocational, military). List for each the name and location of school, years attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

15. SPECIAL QUALIFICATIONS AND SKILLS.

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued and date current license expires.

B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

C. Approximate number of words per minute: Keyboard or typing Shorthand \_\_\_\_\_

1. Special qualifications not covered in application. (For example, your most important publications, patents,

 inventions, public speaking, membership in professional or scientific societies, honors and fellowships

received, etc.)

16. FOREIGN LANGUAGE. Enter language and indicate fluency.

Language Reading Speaking Understanding Writing

17. FOREIGN TRAVEL. Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates Country Purpose of Travel

18. HOBBIES AND SPORTS.

Name Length of Participation Level of Proficiency

19. EMPLOYMENT. Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment and all periods of unemployment.

|  |  |  |
| --- | --- | --- |
| From Date | Name and Address of Employer | Job Title Phone Number |
|  |  |  |
| To Date | Name of Co-Worker | Description of Duties |
|  |  |  |
| Salary | Name of Supervisor | Reason for Leaving |

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| From Date | Name and Address of Employer | Job Title Phone Number |
|  |  |  |
| To Date | Name of Co-Worker | Description of Duties |
|  |  |  |
| Salary | Name of Supervisor | Reason for Leaving |
|  |  |  |

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| --- | --- | --- |
| From Date | Name and Address of Employer | Job Title Phone Number |
|  |  |  |
| To Date | Name of Co-Worker | Description of Duties |
|  |  |  |
| Salary | Name of Supervisor | Reason for Leaving |
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|  |  |  |
| --- | --- | --- |
| From Date | Name and Address of Employer | Job Title Phone Number |
|  |  |  |
| To Date | Name of Co-Worker | Description of Duties |
|  |  |  |
| Salary | Name of Supervisor | Reason for Leaving |
|  |  |  |

If additional employer blocks are needed, attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason.

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain. List name and address of employer, approximate date and reasons in each case.

20. MILITARY STATUS. Yes No

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_\_\_\_ \_\_\_\_\_\_

If yes, attach photostatic copy of discharge or separation papers.

Do you claim veterans’ preference? \_\_\_\_\_\_\_\_ \_\_\_\_\_\_

A. While in the military service, were you ever convicted for any crime \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

graded as a misdemeanor, felony or greater offense? If yes, list date,

place, law enforcing authority or type of court or court martial, charge

and action taken for each incident. Use separate sheet to record this

information.

B. Are you presently a member of a U.S. Reserve or State Guard organization?

If yes, complete the following:

Grade and Service No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service and Component: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization and Station or Unit and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indicate reserve obligation, if any. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you claiming Veteran’s preference? \_\_\_\_\_\_\_\_\_\_\_\_ If yes, include a copy of your DD 215)

21. SELECTIVE SERVICE. (Please provide a copy of your Discharge Papers – DD 214)

Last Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selective Service No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Local Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. CHARACTER REFERENCES. List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.)

Name Address Home Phone Work Phone Years Known

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, provide details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 23. Have you ever applied for a position with any other governmental agencies? If yes, provide details.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the above entries made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

 **APPENDIX A**

**NOTIFICATION PROCEDURE RELEASE**

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for a position with the McDonald Police Department.

If conventional methods fail in attempting to contact the applicant a certified or registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify McDonald Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

MCDONALD POLICE DEPARTMENT

**PERSONAL INQUIRY WAIVER**

NAME OF APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle

DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I respectfully request and authorize you to furnish the McDonald Police Department with any and all information that you may have concerning my work record, school record, military record, criminal history background, reputation, and financial and credit status. This information is to be used to assist the McDonald Police Department in determining my qualifications for the position I am seeking.

I hereby release you, your organization or others from any liability of damages, which may result from furnishing the information, requested above.

APPLICANT’S SIGNATURE DATE

ADDRESS

AFFIDAVIT

MCDONALD POLICE DEPARTMENT

151 SCHOOL STREET

MCDONALD, PENNSYLVANIA 15057

WASHINGTON COUNTY

Before me personally appeared the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and subscribed in my presence this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_

My commission Expires

 Notary Public

Rev 3/2010 Form 1.9.1 A

McDonald Borough

**Job Description**

# JOB TITLE: Administrative Assistant (Confidential)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DEPARTMENT: Administrative Employee

LOCATION: Municipal Building

REPORTS TO: Chief of Police

DATE: November 19, 2015

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL DESCRIPTION:**

This is secretarial work of moderate complexity and high confidentiality. Employees serve as the Secretary to the Chief of Police. The secretary will work with the Chief of Police and all levels of public safety employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

Handle confidential materials, such as, reports, correspondence, memos, etc.

Use computer and software packages including spreadsheets and word processing to prepare reports, memos, letters, etc.

Process, as required, incident reports, accident reports, citations, etc.

Checks data entries daily to insure accuracy.

Orders supplies and distributes supplies.

Receives and processes receipts from parking tags and accident reports.

Monthly collection, recording and deposit of parking meter money.

Provides administrative and clerical duties for the Chief of Police.

Prepare and maintain records for invoicing for police services to municipalities.

Organize and prepare records for service invoicing on criminal arrests.

Sending outstanding services invoices to collection agency.

Maintain records of incoming and outstanding bills and payments.

Invoicing for all special duties performed by department.

Maintaining records for fine money received from and owed to municipalities.

Closing traffic citations in the In-Synch RMS as they come in from the Magisterial District Judge’s Offices.

Maintain records for cost of for fuel and repairs on patrol vehicles.

Maintain records of office court dates and post officer court dates weekly.

Maintain records of incoming and outstanding lab fees.

**ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES:**

Perform duties of a receptionist – i.e., provide the public with information about services offered by McDonald Borough.

Primary individual to answer the phone and direct calls to various officers.

Office connection between the patrol cars and officers on duty.

Process all in and outgoing mail daily; open, date stamps and routing of mail.

Comprising and typing correspondences for the Chief of Police.

Maintaining a hard copy correspondence file for the Police Department.

Establishes and maintain files, handles advertising and notices for police examinations and Civil Service Commission.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); graduate of a secretarial/business school, experience with computers, word processing programs and spreadsheets; business school training course may be substituted for experience or any equivalent combination of training and experience.

**Language Skills:**

Considerable knowledge of business English, spelling, and punctuation.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Other Skills and Abilities:**

In depth knowledge of office practices, procedures, and appliances.

Ability to type from clear copy and take dictation at a speed and accuracy level established by the Chief of Police.

Ability to effectively communicate orally and in writing.

Ability to work independently on different or complex clerical tasks.

Ability to maintain clerical records and to prepare accurate reports.

Able to exercise good judgment, courtesy, and tack in receiving office calls and in making proper disposition of problems.

Establish and maintain effective working relationships with other employees and the general public.

Skill in the care and operation of typewriter and general office machines.

Experience with computers, copiers, typewriters, telephone serving as a switchboard, cable television message board, and postal machine.

**EQUIPMENT:** (Examples of machines, devices, tools, Etc. used in job performance):

Operates office equipment including but not limted to copier, fax machine, computer, scanner, postage machine, calculator, electronic coin counter, and telephone.

Good Working knowledge of Microsoft Office Word, Excel and Outlook software for word processing, spreadsheets, database, mail mergers and electronic mail functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here 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.