



CITY OF PATASKALA

ORDINANCE 2021-4399

Passed July 19, 2021

AN ORDINANCE TO CREATE, AND ESTABLISH COMPENSATION FOR, A NEW FULL-TIME POSITION OF EMPLOYMENT (POLICE CLERK) WITHIN THE CITY OF PATASKALA, AND TO AMEND THE 2020-2022 PAY MATRIX FOR THE NON-COLLECTIVELY BARGAINED EMPLOYEES FOR THE CITY OF PATASKALA, EFFECTIVE FOR THE PAY PERIOD BEGINNING ON AND AFTER JULY 25, 2021.

WHEREAS, the effective and efficient operations of the City of Pataskala is contingent on proper staffing levels; and

WHEREAS, the City of Pataskala Police department currently has two part-time police clerk positions who provide administrative support to the Department; and

WHEREAS, the Police Department has found it difficult to recruit and retain the part-time police clerks; and

WHEREAS, the Police Department recommends replacing one of the existing part-time clerk positions with a full-time clerk position in order to maximize position coverage; and

WHEREAS, Council for the City of Pataskala now wants to take this recommendation and create a new full-time police clerk position and establish a starting rate of pay; and

WHEREAS, Section 3.01(A)(4) of the Charter of the City of Pataskala authorizes Council to establish rates of compensation for all public non-collective bargaining employees and contract employees of the City of Pataskala by either Ordinance or Resolution. City Council adopted a 2020-2022 non-collective bargaining personnel Employee Pay Matrix (“the Matrix”) via Resolution 2020-021; and

WHEREAS, the proposed new full-time Police Clerk position requires Council for the City of Pataskala to also amend the Matrix.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS ELECTED OR APPOINTED THERETO CONCURRING, THAT:

Section 1: The non-exempt position of full-time Police Clerk is hereby created within the City of Pataskala and shall have the duties and responsibilities as set forth in the Position Description attached hereto as Exhibit A and incorporated herein by reference.

Section 2: The full-time Police Clerk position created in Section 1 shall be in the classified service and on or after the July 25, 2021 pay period shall have a starting rate of pay of \$20.00 per hour.

Section 3: Council for the City of Pataskala hereby amends the Matrix as follows:

- Add the position of Police Clerk (full-time) to the pay matrix with a starting pay rate of \$20.00 per hour, with a top step pay rate of \$26.88 per hour. The position is to be added to the Pay Matrix starting with the 2021 schedule.
- Increase the starting rate of pay for the part-time Police Clerk position to \$19.00 per hour with no annual step increases provided for in the pay matrix. The starting pay for the part-time Police Clerk position shall be linked to the full-time Police Clerk rate of pay and will be the equivalent of one dollar (\$1.00) less than the starting pay of the full-time Police Clerk. This adjustment is to be made to the Pay Matrix starting with the 2021 schedule for the pay period beginning on or after July 25, 2021.


Section 4: The remainder of the Matrix shall remain unchanged, in effect, and enforceable.

Section 5: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 6: This Ordinance shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:


Kathy M. Hoskinson, Clerk of Council


Michael W. Compton, Mayor

APPROVED AS TO FORM:


Brian M. Zets, Law Director



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Police Clerk
HOURLY PAY RANGE:	\$20.00 - \$26.88 per hour
POSITION TERM:	Full-Time
DEPARTMENT:	Police
POSITION REPORTS TO:	Chief of Police
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Classified

JOB DESCRIPTION:

General Purpose of Position:

This position is responsible for providing a wide variety of administrative and support functions for the Police department, including:

Essential Functions of Work:

(May not include all duties performed)

- Conducts background checks for government agencies.
- Assists insurance companies in their requests for report copies and receipting payment received in response to such requests.
- Accepts payment for public record requests and civilian fingerprinting fees
- Answers department's non-emergency phones and responds to public requests for support.
- Communicates with command staff and patrol officers by telephone and portable radio.
- Collects electronic fingerprints for civilian background check purposes.
- *Property Room Management:* Intake and data entry of new evidence submitted to the property room; transports evidence to and from the various laboratories; retrieves evidence needed for trial; and prepares property destruction orders pursuant to the various city retention policies.

- Prepares and submits requisitions for the purchase of supplies and equipment.
- Demonstrates regular and predictable attendance.
- Performs other related duties as required or as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or GED equivalent.
- At least two (2) years clerical experience in office procedures and/or office management, preference will be given to those with municipal government and records management experience.
- Demonstrated skill in data entry and computer operations, to include word processing, spreadsheet, and database applications.
- Ability to deal with the public tactfully and courteously.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- **Citizenship.** Must be a citizen of the United States and at least 21 years of age.
- **Education.** High School diploma or equivalent, supplemented by additional training or education in office administration.
- **Licensure or Certification Requirements.** Must be able to pass a background investigation for access to the Law Enforcement Access Database System (LEADS).

Working Environment and Conditions:

- May be required to work evening and weekend hours depending upon staffing needs.
- Periodically, exerting up to 10 pounds of force to lift, carry, push, pulling or otherwise move objects. Occasionally, exerting over 10 pounds.
- Sitting most of the time, but also involves walking for periods of time.

Approved by the Personnel Board of Review on