

ORDINANCE 2019-30

VILLAGE OF BUCKEYE LAKE, OHIO

AN ORDINANCE REPEALING ORDINANCE 2019-22 AND RE-ESTABLISHING THE POSITION OF POLICE ADMINISTRATIVE CLERK POSITION FOR THE VILLAGE OF BUCKEYE LAKE, OHIO AND DECLARING AN EMERGENCY.

WHEREAS, the members of the Council of the Village of Buckeye Lake wish to repeal Ordinance 2019-22; and

WHEREAS, the members of the Council of the Village of Buckeye Lake deem it necessary and advisable to hire and employ a part-time Police Administrative Clerk, to allow the department to function more efficiently; and

WHEREAS, Village Council wishes to re-establish the position of Police Administrative Clerk in the Police Department; and

THEREFORE, FOLLOWING AN AFFIRMATIVE VOTE OF AT LEAST TWO THIRDS (2/3) OF THE COUNCIL TO DISPENSE WITH THE REQUIREMENT OF THE BUCKEYE LAKE VILLAGE CHARTER SECTION 4.04 TO READ AN ORDINANCE ON THREE SEPARATE DAYS WITH AT LEAST ONE WEEK BETWEEN READINGS,

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BUCKEYE LAKE, OHIO:

SECTION I: That Ordinance 2019-22 is hereby repealed.

SECTION II: The position of Police Administrative Clerk is hereby re-created by Village Council.

SECTION III: That a job description for the Police Administrative Clerk is attached to this Ordinance as Exhibit A.

SECTION IV: That in order to protect the health, safety and welfare of the citizens of the Village of Buckeye Lake in that monies are immediately needed to meet salaries and payroll so that the Village may continue to pay authorized expenditures this Ordinance is declared to be an emergency measure and it shall become effective on its passage and signature of the Mayor.

ADOPTED this 24th day of JUNE, 2019

Attest: Valerie L. Hans Catherine Olohan Zwissler
Valerie L. Hans, Council Clerk Catherine Olohan Zwissler, Council President

Date filed with Mayor: 6-24, 2019 Date Approved by Mayor: 6/25/19, 2019

Peggy A. Wells
Mayor, Peggy A. Wells

Village of Buckeye Lake Police Department

5200 Walnut Road S.E. P.O. Box 27
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Office: 740-928-0999 Fax: 740-527-2278

POLICE ADMINISTRATIVE CLERK

Summary:

The purpose of this position is to assist the Chief of Police and department personnel with daily activities and duties. Work performed by the "Police Administrative Clerk" will be under the direction and supervision of the Chief of Police. This is a part-time position and will not exceed 29 hours per week with a starting rate of pay at \$10.00 per hour. The Police Administrative Clerk will be considered an "at will" employee of the Chief of Police.

Duties and Responsibilities:

Exercising individual discretion and independent judgment, the following duties are the normal for this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required.

- Maintain regular business hours for the department
- Taking incoming telephone calls to the department and forward calls to appropriate personnel
- Taking statements from complainants, victims, witnesses and accused, and preparing notarized documents for signature
- Entering information into various computer systems as required by department regulations and policies including local, state, and federal law
- Composing department correspondence and completion of forms to be sent to agencies as required
- Organizing and maintaining department records. Photocopy, collating, distribution and filing records
- Maintaining department case files and call records
- Assist with the preparation of statistics and reports of department activity
- Assist citizens with forms, inquiries and processes relating to the department
- Assist with community related events
- Other duties assigned by the Chief of Police

Qualifications:

- High school diploma or equivalent
- Three or five years of progressively responsible confidential assistant experience, preferably in law enforcement or legal
- Completion of OHLEG Security Training prior to employment
- Ability to communicate orally and in writing with public, department personnel, village officials, and other law enforcement agencies
- General knowledge in use of spreadsheets, word processing, organizational management
- General mathematical ability and understanding of currency
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities

Work Environment:

- This position is typically performed in an office environment, and may involve interaction with difficult or angry members of the public.