

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 18-86**

**RESOLUTION TO APPROVE MICHELLE COUCH AS FULL-TIME POLICE CLERK, AT AN HOURLY RATE OF \$17.08, EFFECTIVE IMMEDIATELY.**

**WHEREAS:** The Police Chief has indicated an immediate personnel need in the Police Department and has recommended Michelle Couch to move from Part-time Police Clerk position to Full-time status: and

**WHEREAS:** Michelle is currently a Part-time Clerk for the Police Department and has worked for the department for a total of (7 1/2) years and is a member of the Citizen Police Academy Alumni Association;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby approves Michelle Couch to be promoted to a Full-time Police Clerk, at an hourly rate of \$17.08, with the Job Description attached hereto as Exhibit "A".

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** June 13, 2018

**Board of Trustees**

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

**Vote of Trustees**

Yes

Yes

Yes

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 13<sup>th</sup> day of June, 2018.

**ATTEST:**

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

## Fairfield Township Police Department

### Job Description for: **POLICE CLERK**

Prepared By: Robert Chabali, Chief of Police, Fairfield Township Police Department  
Date: May 13, 2018

#### **Non-Exempt Position**

#### GENERAL DESCRIPTION OF CLASS:

The police clerk holds an administrative support position which is responsible for clerical and customer service work related to the intake, maintenance, processing, dissemination and retention of police records. Employees in this job classification perform a variety of police records and information systems work in response to internal and external requests requiring the application of communication skills and considerable knowledge of departmental operations and procedures, Ohio Public Records Law, and the Federal Privacy Act. Work requires the exercise of initiative, independence, and discretion in handling delegated administrative details and performing various clerical duties. Work is reviewed through observation, conversation, and analysis of reports and results achieved.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by those in this position. Those holding this position may be required to perform position-related tasks other than those specifically listed in this description.

#### ESSENTIAL FUNCTIONS:

The following examples do not necessarily identify duties performed by a single incumbent. The following information is intended to be descriptive of the responsibilities of the classification.

- i. Process and edit police reports including arrest, offense, incident, crash, citation, and impounded vehicle records, fingerprint cards, photographs, and other documents and miscellaneous information for the department, attorneys, courts, and victims.
- ii. Answers incoming calls.
- iii. Perform computer/data entry of necessary reports in a timely manner.
- iv. Receives and routes subpoena information to employees.
- v. Handles customer requests from citizens, insurance companies, law enforcement agencies, and criminal justice personnel relative to the location and dissemination of official police records consistent with applicable State and/or Federal law and departmental policies and procedures.
- vi. Receives, processes and receives payment for requests for police reports.
- vii. Prepares files and distributes criminal reports as required; provides releasable information.
- viii. Enters information into and maintains accuracy of the Police Department's computerized records system.
- ix. Prepares and scans necessary documents as part of the records retention policy as required by the State of Ohio.
- x. Provides administrative support for the department.
- xi. Requisition of supplies.
- xii. Prioritizes and plans work activities; Uses time efficiently.

- xiii. Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follow through on commitments.
- xiv. Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality. Applies feedback to improve performance; Monitors own work to ensure quality.
- xv. Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- xvi. Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- xvii. Is consistently at work and on time; Regular and predictable attendance is an essential function.
- xviii. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours or work when necessary to reach goals; Completes tasks on time, which includes the necessity to work overtime.
- xix. Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
  - i. Performs other related duties as assigned.
  - ii. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.

#### KNOWLEDGE, SKILLS AND ABILITIES:

The following is a list of general knowledge, skills and abilities that relate to the job classification.

- i. Skill in effective oral and written communication.
- ii. Skill in preparing accurate reports.
- iii. Skill in data entry.
- iv. Knowledge of records management principles, practices, and methods.
- v. Knowledge of State and Federal laws relating to records management and the dissemination of public and private information.
- vi. Skill in operating computers, hardware, software, and standard office equipment such as computer, copier, fax machine, standard office equipment, shredder, and other related equipment.
- vii. Ability to make arithmetic computations and tabulations rapidly and accurately.
- viii. Ability to readily acquire and make minor decisions from working knowledge of applicable regulations and related division policies and procedures.
- ix. Ability to communicate with the public, employees, and officials tactfully and courteously and to establish and maintain harmoniously working relationships with other employees.
- x. Ability to design reports in response to specific tasking with a minimum of supervision.
- xi. Ability to solve problems logically and expeditiously.
- xii. Ability to prepare and maintain correspondence, reports, records and to perform routine office management details without referral to a supervisor.
- xiii. Ability to prioritize work to meet time constraints.

#### WORKING ENVIRONMENT/CONDITIONS:

- i. Requires sedentary work that involves sitting, walking, standing.
- ii. Routine keyboard operations required.
- iii. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- iii. High School diploma or the equivalent.
- iv. Must pass a post-offer pre-employment drug-screening.
- v. Must possess and maintain a valid Ohio driver's license.
- vi. Must maintain a valid telephone number.
  - i. Shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.
  - ii. Must attend periodic training as determined to maintain skills and applicable updates as they pertain to responsibilities.