

FAIRFIELD TOWNSHIP
RESOLUTION NO. 20-90

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO POST ADVERTISEMENT FOR
A FULL TIME POLICE CLERK**

WHEREAS: As of May 14, 2020, the position of Police Clerk has been vacant and;

WHEREAS: Advertisement for the Police Clerk position is necessary to start the process of evaluating potential clerks and;

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

SECTION 1: The Board hereby approves the Administrator to post advertisement for the Police Clerk position.

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: May 27, 2020

Board of Trustees

Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

Susan Berding: Susan Berding

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 27th day of May, 2020.

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

6485 VONNIE VALE COURT, HAMILTON, OHIO 45011

ROBERT CHABALI, CHIEF OF POLICE

Job Posting: May 22, 2020

Position:

Police Clerk (Full-Time)
Immediately

Location:

Fairfield Township Police Dept.
Fairfield Township, Ohio 45011

Starting Pay Rate:

\$18.00/hour

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 the job description.

Education, Requirements, and Experience:

- High school diploma or the equivalent;
- Must pass a post-offer pre-employment drug-screening;
- Must possess and maintain a valid Ohio driver's license;
- Must be a United States citizen;
- Must maintain a valid phone number;
- Must complete training and updates as determined by the police department;
- Experience in police records preferred, but not required.

Submit a cover letter and resume to:

Attn: Police Clerk Position
Fairfield Township Police Dept.
6485 Vonnie Vale Court
Fairfield Township, Ohio 45011

Must be postmarked no later than **June 2, 2020*