



# ROSS TOWNSHIP RESOLUTION

## RESOLUTION NUMBER 2015-010

### RESOLUTION AMENDING THE JOB DESCRIPTION IN SECTION A.03.06- PART-TIME ADMINISTRATIVE ASSISTANT TO THE ROSS TOWNSHIP PERSONNEL POLICY

**WHEREAS**, at Resolution 2011-039, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

**WHEREAS**, in order that the Township provide updated Personnel Policies to reflect changes in existing law and policy and to assist Ross Township employees in answering questions they may have regarding Township operations the comprehensive Personnel Policy may be amended from time to time; and

**WHEREAS**, the Board desires that the job description for the Police Chief, be amended to reflect that the position type be part-time and the position classification be hourly/non-exempt; and that the job description for position of Part-time Administrative Assistant be adopted.

**BE IT RESOLVED**, by the Trustees of Ross Township, Butler County, Ohio, as follows:

#### **SECTION 1-A:**

That the Board of Trustees hereby amends Section A.03.06 of the Ross Township Personnel Policy in its completed form, as attached hereto as Exhibit "A".

#### **SECTION 1-C:**

That Resolution No. 2011-039 calling for the adoption of and all subsequent resolutions amending the Ross Township's Personnel Policy, are hereby amended and replaced.

#### **SECTION 2:**

This Resolution shall take effect with the second pay period in 2015, upon the filing of this Resolution with the Ross Township Fiscal Officer.

**SECTION 3:**

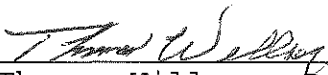
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**INTRODUCTION AND VOTE RECORD:**

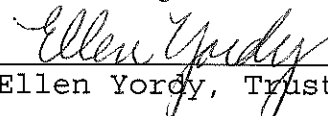
Trustee Willsey introduced the foregoing Resolution and moved its adoption, Trustee Wurzelbacher seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustees: Willsey AYE Wurzelbacher AYE Yordy AYE

Adopted at the meeting of the Ross Township Board of Trustees this 22<sup>nd</sup> day of January, 2015.

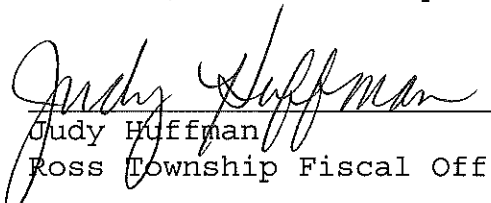
  
\_\_\_\_\_  
Thomas Willsey, President

  
\_\_\_\_\_  
Raymond Wurzelbacher, Vice President

  
\_\_\_\_\_  
Ellen Yordy, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 22<sup>nd</sup> day of January, 2015.

  
\_\_\_\_\_  
Judy Huffman  
Ross Township Fiscal Officer

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**A.03.06 Administrative Assistant**

REVISED: January 17, 2013

**POSITION SUMMARY:**

The Ross Township Police Department Administrative Assistant assists the Police Chief and officers with clerical duties and administrative support. Computer skills using Microsoft Office products are necessary to prepare police briefs and crime statistic reports required by the Ohio Attorney General Office. Position maintains a high degree of independence, initiative, and interaction with all factions of Ross Township.

**POSITION FACTS:****Type:**

Temporary                       Full Time                       Part Time                       Seasonal

**Classification:**

Salaried/Exempt                       Hourly/Non-Exempt                       Contractual                       Other

**Weekend work required:**

Yes                       No                       Possibly required

**Shift work required:**

Yes                       No                       Possibly required

**Overtime:**

Possibly required                       Not required                       Required

**RELATIONSHIPS AND CONTACTS:** Ross Township Administrative Assistant reports to the Chief of Police. The individual in this position must maintain productive relationships between the Department, other governmental agencies, private organizations and residents.

**LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:** Work sites include the Ross Township Police Department located at 3133 Hamilton Cleves Road, other township buildings, as well as areas inside and outside of Ross Township. Physical requirements of the position include lifting and/or moving varying amounts of weight, kneeling, bending at the waist and work in a standing position for periods of time.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. Answering the phone, questions from the general public regarding laws, ordinances, incidents or services and/or directing residents to a police officer as necessary.
2. Accepting court subpoenas from outside jurisdictions and assuring that off duty officers are notified of court dates and times.
3. Data input including (but not limited to); maintaining and updating the Ross Township Police Facebook page and website, prepare monthly police briefs and crime statistic reports, maintaining accurate and complete records, reports, and files and providing documentation to appropriate state, federal, and local agencies as required by law.
4. Assist in organizing community outreach programs and other police programs, including instruction and photography when required.
5. Delivering and picking up material and correspondence from other agencies using township vehicles.

**MINIMUM QUALIFICATIONS:**

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**Exhibit "A"**

Must be at least 21 years old, have a high school diploma or GED, have a valid operator license and be insurable under the Ross Township insurance policy. Must be able to meet such medical and physical standards as prescribed by Ross Township; pass a physical examine and drug screen. Must be competent to carry out oral and written instructions; write and speak effectively; possess good general intelligence and emotional stability; show a willingness to cooperate with township officials and other police officers and a willingness to learn and increase skills to accomplish new assignments.