

ORDINANCE NO. 776 AC CMS

AN ORDINANCE ESTABLISHING AN ADDITIONAL
POSITION OF CLERK IN THE OBERLIN POLICE
DEPARTMENT AND DECLARING THE SAME AN
EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, Lorain
County, Ohio, five-sevenths (5/7ths) of all members elected thereto
concurring:

SECTION 1. There is hereby established the position of one
additional clerk in the Oberlin Police Department under Pay Range
4 - \$4,380.00 - \$5,460.00 per year.

SECTION 2. Said position shall have a 40 hour week, as designated
by the Chief of Police.

SECTION 3. The duties of said position shall include acting as
Deputy Clerk of the Oberlin Municipal Court, such clerical duties as
are assigned to the position by the Chief of Police, typing all police
reports by copy or transcribing of dictaphone records, acting as sec-
retary to the Chief of Police, filing arrest and accident cards,
issuing warrants, handling waivers, and forfeitures in the Oberlin
Municipal Court, handling police communications by radio or telephone.

SECTION 4. Qualifications: The minimum age shall be 21 years
and typing skill of at least 60 words per minute shall be the minimum
qualifications for said position.

SECTION 5. This ordinance is hereby declared to be an emergency
measure necessary for the immediate preservation of the public peace,
safety, and welfare of the citizens of the City of Oberlin, Ohio, to-
wit:

"To provide needed clerical assistance in the
police department".

and shall take effect immediately upon passage.

PASSED: 4/19/71

ATTEST:

Paul B. Grogg
CLERK OF COUNCIL

Melvin Mortensen
CHAIRMAN OF COUNCIL (Acting)

POSTED: 4/20/71