

**ORDINANCE NO. 152-19**

**AN ORDINANCE AMENDING THE SALARY AND BENEFITS CODE SECTION 31.07 BY ADOPTING AND ACCEPTING THE REVISED JOB DESCRIPTIONS AS APPROVED AND PRESENTED BY THE CIVIL SERVICE COMMISSION FOR THE POLICE DEPARTMENT.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

- SEC. 1:** That the job descriptions as approved and presented by the Civil Service Commission for the Police Record Clerk and Parking Enforcement Attendant for the City of Medina Police Department are hereby amended and adopted.
- SEC. 2:** That the amended job descriptions are marked Exhibit A and Exhibit B, attached hereto and incorporated herein.
- SEC. 3:** That the Civil Service Commission will provide employees copies of their new job descriptions and will sign-off on receiving such.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** October 15, 2019

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** October 16, 2019

**SIGNED:** Dennis Hanwell  
Mayor

THE CITY OF MEDINA  
JOB DESCRIPTION

ORD. 152-19 IV-605  
EXH. A

**TITLE:** Police Records Clerk  
**REPORTS TO:** Police Chief  
**DEPARTMENT/DIVISION:** Police  
**CIVIL SERVICES STATUS:** Classified/Unclassified  
**JOB STATUS:** Full-Time/Part-Time  
**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification performs a wide variety of clerical, computer and typing tasks. It is a responsible administrative position requiring excellent skills for the above-mentioned duties, as well as good judgment in the application of prescribed procedures and methods to routine matters. The employee in this classification must be able to handle contact with the general public, the media, insurance companies, law offices, municipal courts and law enforcement officers both over the telephone and in person. Depending upon the nature of the assignment, work performed by this individual may be done under general supervision and checked by another step in a clerical process or by an immediate supervisor. The position also includes various administrative functions for the detective bureau, the Deputy Clerk of Courts and other miscellaneous duties as assigned. An employee in this classification may be required to serve as a notary public.

**ESSENTIAL JOB FUNCTIONS:**

Types correspondence from rough drafts and personally composes routine replies to inquiries received.

Types forms, invoices, purchase orders, memoranda, vouchers, reports, requisitions, statistical material, form letters, complaints, warrants, summonses, citations and other business forms.

Answers the telephone and disseminates information in response to inquiries received from the public, law enforcement personnel or government officials.

Cross-indexes and files documents and correspondence alphabetically, numerically or into other classification as instructed.

Locates filed material.

Operates adding machine, calculator, fax machine, copier and other office equipment and fills machines with appropriate supplies when needed.

Assembles data from office records for incorporation into various reports.

Maintains clerical and accounting records.

Opens, reviews, distributes, stamps and delivers mail daily.

Receives reports and complaints via phone, personal contact and other sources.

- Greets Department visitors.
- Issues warrants, summons, jail commitments and various permits and licenses.
- Receives and records bonds, waivers, court payments and parking tickets.
- Makes copies of audio and video recordings.
- Transcribes interviews.
- Performs deputy clerk duties of Medina Municipal Court.
- Files, maintains and conducts searches of various files.
- Furnishes authorized data to city, state and federal officials.
- Records and delivers subpoenas to Department personnel.
- Enters traffic citations, arrests, trespass notices and other pertinent information into appropriate records storage system.
- Conducts complete records checks including background checks.
- Maintains reports from Child Services.
- Scans statements and associated documents into appropriate records storage systems.
- Handles requests to void parking violations.
- Receives and completes reports for Police, Fire and LST received by phone, fax or walk-in visitors.
- Assists citizens with filing of reports (lost/found items, child visitation disputes).
- Stocks and supplies all necessary forms.
- Testifies in court as required.
- Screens telephone calls for Department personnel.
- Maintains regular and consistent attendance.
- Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the day.

**EDUCATION, TRAINING AND EXPERIENCE:**

Considerable office experience, including clerical duties at an entry-level and at least two years previous work experience in a public sector environment.

Considerable experience in computer operations including various applications and programs.

High school diploma or GED, preferably supplemented by business school or college courses in typing and computer operation, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

No criminal record other than minor traffic violations.

~~Will need to maintain a commission as a Deputy Clerk of Courts for the Medina Municipal Court.~~

~~Certification:~~

~~Must be certified in Law Enforcement Automated Data System (L.E.A.D.S) within the first two months of employment.~~

**QUALIFICATIONS:**

**Knowledge of:**

- Office terminology, procedures and equipment;
- Business arithmetic, English and elementary bookkeeping; and
- Public records laws.

**Skilled in:**

- Maintaining complex clerical records and preparing reports from such records; and
- Microsoft Windows operating system including Word and Excel software.

**Ability to:**

- Read and write reports, correspondence, instructions and other business documents;
- Exercise good judgment and have the ability to deal with the general public in a professional manner;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Make minor decisions in accordance with laws, ordinances, regulations and established policies;
- Maintain confidentiality;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

**ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend a large portion of the working day at a desk or computer station. The position includes a high incidence of interaction with citizens, government officials and other municipal employees, occasionally under stressful conditions.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

THE CITY OF MEDINA  
JOB DESCRIPTION

ORD 152-19  
Exh. B

IV-650

**TITLE:** Parking Enforcement Attendant  
**REPORTS TO:** Chief of Police or Lieutenant  
**DEPARTMENT/DIVISION:** Police Department  
**CIVIL SERVICES STATUS:** Unclassified  
**JOB STATUS:** Part-time  
**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The employee in this classification maintains visibility in the downtown shopping area to assist the public and businesses with information, directions and any other assistance deemed necessary. The employee is responsible for enforcing the parking ordinances within the downtown area and issues parking violations when necessary. During adverse weather conditions the employee may perform various incidental and necessary duties within the Police Department.

**ESSENTIAL JOB FUNCTIONS:**

Walks the City-owned parking lots and downtown shopping area several times a shift.

Provides assistance to the public and local businesses.

Issues parking citations to vehicles violating the City parking ordinances.

~~Voids written citations for specific acceptable reasons after submission in writing on Department forms.~~

Appears for hearings on contested citations when required.

Maintains regular and consistent attendance.

Performs various office related duties as requested.

Able to perform physical demands that include but are not limited to having the strength and endurance to be able to stand or walk for extended periods of time, along with being able to spend time bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

**EDUCATION, TRAINING AND EXPERIENCE:**

High School diploma or GED

**QUALIFICATIONS:**

**Knowledge of:**

- The City's Parking Ordinances; and
- General Department operations including procedures for contesting citations.

**Skilled in:**

- Making accurate and legally defensible determinations; and
- Reading and writing citations, correspondence, instructions and other data.

**Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Work with the public often under stressful situations;
- Understand and follow complex oral and written instructions;
- Provide administrative and professional leadership and direction to Department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

**ENVIRONMENTAL ELEMENTS:**

This individual works mostly outdoors sometimes in adverse weather conditions.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

#### 353.04 PARKING VIOLATIONS BUREAU.

A Parking Violations Bureau is hereby established pursuant to Ohio R.C. 4521.04.

(a) The Bureau shall be a division within the Medina Police Department. The Bureau has jurisdiction over each parking infraction that occurs within the City. Notwithstanding any other provision of law to the contrary, each parking infraction that occurs within the City of Medina and the enforcement of such parking infraction shall be handled pursuant to and governed by this chapter.

(b) The operating costs of the Parking Violations Bureau shall be paid by the City of Medina. The Mayor shall appoint a Violations Clerk, necessary clerical employees and hearing examiners. No person shall be employed as a hearing examiner unless such person is an attorney admitted to the practice of law in the State of Ohio or is a former law enforcement officer.

(c) The fines, penalties, fees and costs established for a parking infraction shall be collected, retained and disbursed by the Violations Clerk. The Clerk shall issue tickets for law enforcement officers for the City of Medina and shall describe conditions for issuance and accounting procedures.

(d) The Mayor may contract with any non-governmental entity to provide services in processing, collecting and enforcing parking tickets issued by law enforcement officers and civil judgments and default civil judgments entered pursuant to this chapter.

(Ord. 63-07. Passed 4-23-07.)



353.05 ANSWERS TO CHARGE; JUDGMENTS.

(a) A person who is personally or constructively served with a parking ticket charging the commission of a parking infraction may answer the charge by appearing personally before the Traffic Violations Bureau or by mail. An answer shall be made within ten (10) days from the date of the infraction and shall be in one of the following forms:

(1) An admission that the person committed the parking infraction by payment of any fine arising out of the infraction;

(2) An admission that the person committed the parking infraction, with an explanation of the circumstances surrounding the parking infraction; or

(3) A denial that the person committed the parking infraction and a request for a hearing relative to the infraction. If the person desires the presence, at the hearing, of the law enforcement officer who issued the parking ticket, the person must request the officer's presence in his or her answer.

(b) A person who admits that he or she committed a parking infraction shall, and a person who admits that he or she committed a parking infraction with explanation may, when he or she makes his or her answer, pay the fine arising out of the infraction admitted to the Violations Clerk.

(c) A person who admits that he or she committed a parking infraction with explanation shall submit evidence to the Parking Violations Bureau that explains the circumstances surrounding the parking infraction. The evidence may be submitted in person or, to avoid the necessity of personal appearance may be sent as affidavits and other documentary evidence by mail. The Bureau, when it receives an answer admitting that a person committed a parking infraction with explanation, shall promptly determine whether or not the explanation mitigates the fact that the person committed the parking infraction and shall notify the person, in writing, of its determination.

If the Bureau determines that the explanation mitigates the fact that the person committed the parking infraction, the Bureau shall eliminate or reduce the amount of the fine arising out of the parking infraction. If the fine is eliminated or reduced and the person has previously paid the fine, the amount paid in excess of the revised fine shall be returned to the person. If the fine is eliminated or reduced and the person has not previously paid the fine, the person shall pay only the amount of the revised fine.

If the Bureau determines that the explanation does not mitigate the fact that the person committed the parking infraction, the person owes the entire amount of the fine arising out of the parking infraction, and if the person has not previously paid the fine, the person shall pay the entire amount of the fine. If a person admits that he or she committed a parking infraction with explanation and the person fails to pay the amount of the fine due within ten (10) days after receiving notice of the Bureau's determination the amount of the fine due shall be considered a judgment and shall be treated as if it were a judgment rendered subsequent to a hearing held pursuant to Section 353.07.

(d) A person who denies that he or she committed a parking infraction shall be granted a hearing concerning the infraction. The Bureau shall set a date for the hearing and notify the person, in writing, of the date, time and place of the hearing. The hearing shall be conducted by a hearing examiner of the Parking Violations Bureau in accordance with Section 353.07.

(e) If a person who is personally or constructively served with a parking ticket charging the commission of a parking infraction fails to timely answer the charge, as provided in division (a) of this section, the

Parking Violations Bureau shall issue the proper notification of infraction, pursuant to Section 353.06 and proceed according to such section. Failure to timely answer a charge may result in the imposition of an additional penalty of five dollars (\$5.00).

(f) The issuance of a parking ticket; the filing of or failure to file an answer by a person personally or constructively served with the ticket; the substance of an answer; the payment of any fine, penalty, fee or cost; and any other relevant information shall be entered in the records of the Parking Violations Bureau.

(Ord. 63-07. Passed 4-23-07.)