

RESOLUTION NO. 21-2012

Amending the Job Description for the Position of
Part-time Court Liaison and Amending the Pay
Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of
Part-time Court Liaison; and,

WHEREAS, it is necessary to amend the job description for the position of Part-
time Court Liaison to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend Resolution No.36-2011 to adjust the
salary range of the Part-time Court Liaison position from Range 20B to Range 29A;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of
Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Part-time Court Liaison
(Class Specification No. 130) as per the description attached hereto be and the same is
hereby amended.

SECTION 2. That Resolution No.36-2011 establishing compensation for
classified positions in the City be and the same is hereby amended to adjust the salary
range for the Part-time Court Liaison position from Range 20B to Range 29A.

SECTION 3. That this Resolution be effective as of July 16, 2012.

SECTION 4. That the Clerk of Council be and hereby is instructed to record this
Resolution in the appropriate record book.

Adopted July 2, 2012

[Signature on File]
President of Council

Attest:

[Signature on File]
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: PART-TIME COURT LIAISON

Department: Division of Police

Date: July 2, 2012

Reports To: Chief of Police

CLASS: 130

Title Originated: 1993

Title Revised:

Updated: 2012

General Statement of Duties:

Under the direction of the Chief of Police or his designee, the Part-time Court Liaison coordinates cases between applicable courts and Division of Police personnel. Additional job duties include serving as Bailiff for the City of Worthington Mayor's Court and conducting calibration checks of division breathalyzer equipment.

Essential Functions of the Position:

Meets with prosecutor(s) to determine if subpoenaed officers are required for testimony; presents Grand Jury summaries to Grand Jury; receives, catalogs and distributes subpoenas; coordinates the delivery of court-related paperwork and evidence from the Worthington Division of Police to court;

Attends sessions of Worthington Mayor's Court and acts as Bailiff and court security; conducts security checks and maintains visible presence in Mayor's Court and/or in the Clerk of Courts area when court is in recess; escorts defendants from court to the Clerk of Courts' area;

Obtains court disposition records for all court jurisdictions; obtains and transports evidence for court purposes; prepares documentation regarding property disposition for completed court cases; reviews docket for Mayor's Court to determine requirements for officers and evidence; directs and oversees the copying of audio and video evidence as needed for court; delivers state charges to Clerk of Courts as required;

Functions as the senior operator for Division's breath testing equipment. Conducts weekly calibration checks as required by the Department of Health. Responsible for maintaining the departmental site log, including ordering supplies, coordinates notification for employee recertification/proficiency testing and annual equipment calibration/inspection. Maintains required licenses and/or permits for operation and calibration of testing equipment.

Provides assistance with background investigations for some City hiring processes.

Knowledge, Skills and Abilities:

Knowledge of State and County criminal court systems, Ohio Revised Code and Ohio Traffic Law; laws, rules and regulations relating to the transportation and safekeeping of evidence; courtroom testimony; and, the Ohio Department of Health rules for breath testing;

Ability to establish and maintain regular schedule; establish and maintain working relationships with associates and court personnel; discuss details of criminal and traffic offenses with prosecutors and officers; conduct calibration checks on breath testing equipment; testify in court; maintain chain of custody on evidence.

Ability to use personal computers/software and office equipment;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Ability to work flexible hours including weekends and evenings as necessary and as scheduled.

Minimum Requirements for the Position:

High School diploma or GED and minimum of five (5) years experience as a police officer.

Valid Ohio Drivers License; and the ability to obtain and maintain certification in any designated breath testing permit(s) as directed by the Chief of Police.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. __ -2012; Effective