

ORDINANCE NO. 25-194

INTRODUCED BY: Mr. Smith

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PART-TIME ASSISTANT DEPUTY CLERK AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Part-Time Assistant Deputy Clerk be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Part-Time Assistant Deputy Clerk shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 11/24/2025

2nd reading:

3rd reading:

PASSED: 12/08/2025

/s/Jennifer G. Fenderbosch
Council President

POSTED: 12/12/2025

APPROVED: 12/09/2025

ATTEST: /s/Valerie E. Rosmarin
Clerk of Council

/s/Mark A. Spaetzel
Mayor



**City of Avon Lake, Ohio
Classification Specification
Part-Time Assistant Deputy Clerk**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Clerks	N5	Non-Exempt	Unclassified	

CLASSIFICATION SUMMARY

Under the general direction and guidance of the Clerk of Council, the Part-Time Assistant Deputy Clerk serves as clerical and administrative support for the Civil Service Commission and the Council Office; performs routine office work and customer service duties; and prepares documents in accordance with the Ohio Revised Code and the Ohio Open Meetings Act.

ESSENTIAL DUTIES ¹	% OF TIME
Provides clerical support to the Clerk of Council, as needed, and the Civil Service Commission.	25
Prepares public posting of vacancies in the classified service; collects, processes, and reviews civil service applications; schedules and proctors civil service examinations; and compiles, maintains, and updates certified eligibility lists.	20
Attends meetings of the Civil Service Commission and other Boards, Commissions, or Committee meetings, as needed; and prepares agendas and meeting minutes.	20
Establishes and maintains files, including general files and correspondence of the Civil Service Commission, in accordance with the City's Records Retention Schedule.	10
Maintains knowledge of Civil Service Rules and Procedures and increases knowledge and skills through attendance at meetings, conferences, and training seminars.	10
Performs customer service duties, including greeting visitors, answering the telephone, and responding to inquiries.	10
Performs other related duties, as assigned.	5

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, or equivalent (GED)

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID

PREFERRED QUALIFICATION:

- Previous experience with file organization, scanning, and/or digitization
- Previous secretarial experience

KNOWLEDGE OF:

- Office practices and procedures
- Business communication practices, including proofreading, grammar, punctuation, and spelling

SKILL IN:

- Operating standard office equipment, including transcription equipment and computer software, including word processing and spreadsheet programs
- Establishing and maintaining effective working relationships with the Clerk of Council, Deputy Clerk of Council, Civil Service Commission members, elected officials, citizens, and other public entities and private business representatives
- Working additional hours, as needed
- Attending evening meetings or Saturday examinations, as needed
- Completing internal and web-based research
- Possessing strong organizational and interpersonal skills with the ability to communicate effectively
- Exercising discretion while dealing with difficult, sensitive, and confidential issues

ADA AND OTHER REQUIREMENTS

This position typically requires standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

WORKING CONDITIONS:

Work is performed in indoor office environments.

HOURLY/SALARY RANGE* AND BENEFITS <i>*Subject to City Council approval</i>

- \$17.26 to \$25.65 hourly, or \$17,950.40 to \$26,676.00 annually
- Applicable benefits provided to part-time, non-bargaining employees, as declared in Codified Ordinance Chapter 260