

ORDINANCE NO. 126-24

**AN ORDINANCE AMENDING SECTIONS 31.02 (B) (12), 31.05
AND 31.07 OF THE SALARIES AND BENEFITS CODE OF
THE CITY OF MEDINA, OHIO RELATIVE TO THE LAW
DEPARTMENT, AND DECLARING AN EMERGENCY.**

WHEREAS: Section 31.02 (B) (12) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Law Department:

(12) LAW DEPARTMENT

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A

(Ord. 2-04, 7-19, 201-23)

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows pertaining to the Law Department:

LAW DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Law Director/Chief Prosecutor (full time)	Pay Grade 108 (annual salary paid bi-weekly)
1	Assistant Prosecutor (full time)	Pay Grade 107 (annual salary paid bi-weekly)
1	Law Director/Prosecutor (part-time)	Pay Grade 105 Mayor, confirmed by Council
1	Asst. Law Director/Asst. Prosecutor (part-time)	Pay Grade 106
2	Assistant Prosecutor (part-time*)	Pay Grade 102
1	Assistant Prosecutor (part-time)	Pay Grade 101
2	Law Department Secretary (unclassified)	9 A-F
1	Clerk (part-time)	Sec. 31.02(B)(11)

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

SEC. 1: That Section 31.02 (B) (12) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the Law Department:

(12) LAW DEPARTMENT

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
1	Law Intern*	59A

*** Law Intern can work 10-12 weeks per year, working up to 40 hours per week (max. of**

480 hours per year)

(Ord. 2-04, 7-19, 201-23, **126-24**)

SEC. 2: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read, in part, as follows pertaining to the Law Department:

LAW DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Law Director/Chief Prosecutor (full time)	Pay Grade 108 (annual salary paid bi-weekly)
1	Assistant Prosecutor (full time)	Pay Grade 107 105 (annual salary paid bi-weekly)
1	Law Director/Prosecutor (part-time)	Pay Grade 105 Mayor, confirmed by Council
1	Asst. Law Director/Asst. Prosecutor (part-time)	Pay Grade 106 107
2	Assistant Prosecutor (part-time*)	Pay Grade 102
1	Assistant Prosecutor (part-time)	Pay Grade 101
2	Law Department Secretary (unclassified)	9 A-F
1	Clerk (part-time)	Sec. 31.02(B)(12)

SEC 3: That Section 31.07 is amended by adoption of the job description for Law Intern, Marked Exhibit A, attached hereto and incorporated herein.

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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason due to the immediate need to fill the vacancy; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: June 24, 2024

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 25, 2024

SIGNED: Dennis Hanwell
Mayor

**THE CITY OF MEDINA
JOB DESCRIPTION**

Ord 126-24
Exh. A

TITLE: Law Intern

REPORTS TO: Assistant Law/Assistant Prosecutor

DEPARTMENT/DIVISION: Law Department

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-Time

EXEMPT STATUS: Non-Exempt

CLASSIFICATION FEATURES: Under the general direction of the Assistant Law/Assistant Prosecutor, this internship will provide exposure to various aspects of the city's legal department and support the day-to-day operations of the department. Will receive hands-on experience under the guidance from experience personnel. This person will work closely with attorneys and legal professionals, assisting in research, document preparation and general administrative tasks.

ESSENTIAL JOB FUNCTIONS:

Provide administrative support to legal professionals, including filing, organizing documents, handling incoming and outgoing correspondence and phone calls.

Assist in organizing and maintaining case files.

Participate in team meetings and discussions as needed.

Assist in monitoring and ensuring compliance with relevant laws and regulations.

Assist in drafting legal documents, including contracts, agreements and memos.

Maintains regular and consistent attendance.

Able to maintain confidentiality and handle sensitive information

Perform other duties as assigned.

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 work day.

EDUCATION, TRAINING AND EXPERIENCE:

Currently enrolled in a law school program or recent law school graduate

Experience in legal research, writing, and case management

Proficient on the computer

QUALIFICATIONS:

Knowledge of:

- Legal research tools;
- Proficient in Microsoft Office Suite.

Skilled in:

- Excellent written and verbal communication;

- Strong research and analytical skills;
- Detailed-oriented with a high level of accuracy;
- Operate standard office equipment including, but not limited to, personal computer, fax and copy machines, telephone and printers
- Organization.

Ability to:

- Understand and follow complex oral and written instructions;
- Work efficiently and courteously with the public;
- Communicate effectively with co-workers, supervisors and the general public;
- Report to work as scheduled and on time;
- Maintain confidentiality and handle sensitive information.

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, law enforcement personnel and other municipal employees, sometimes under stressful conditions.

EQUIPMENT USED: standard office equipment including, but not limited to, personal computer, fax and copy machines, telephone and printers

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: _____