

Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_ 19\_\_

ORDINANCE NO. 05-33-93

AN ORDINANCE CREATING THE POSITION OF SECRETARY, WITHIN THE OFFICE OF THE MAYOR, AND DECLARING AN EMERGENCY.

WHEREAS, the need exists to establish a position to provide the proper secretarial assistance within the office of the Mayor.

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

SECTION I. That there is hereby created the position of Secretary within the office of the Mayor.

SECTION II. That the position of Secretary to the Mayor shall be a permanent full-time, non-union, classified position and shall be paid from the Mayor, General Fund, account number 101.0712.1000, Personal Services. Monies to be transferred from Service Department, General Fund, account number 101.0733.1000, Personal Services to the Mayor, General Fund, account number 101.0712.1000 for the remainder of 1993 payroll. Pay schedule for this position shall be as follows:

SECRETARY WITHIN THE OFFICE OF THE MAYOR	ENTRY LEVEL \$8.68	LEVEL I \$9.56	LEVEL II \$10.35
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SECTION III. That council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, such emergency arising out of the necessity of providing secretarial assistance to the Mayor.

PASSED : 5-4-93  
DATE

Patricia Radabaugh  
PRESIDENT OF COUNCIL

ATTEST : Patricia G. Vouch  
CLERK OF COUNCIL

APPROVED: 5-4-93  
DATE

Thomas Ruppel  
MAYOR