**ORDINANCE NO. 10-2020**

**AMENDING ORDINANCE NO. 17-2016, ESTABLISHING PART-TIME CLERICAL ASSISTANCE FOR THE VILLAGE OF FAIRFAX INCOME TAX DEPARTMENT, AND, FURTHER, AUTHORIZING PERMANENT, PART-TIME CLERICAL ASSISTANCE AND TEMPORARY, PART-TIME, AS NEEDED, CLERICAL ASSISTANCE FOR THE VILLAGE OF FAIRFAX INCOME TAX DEPARTMENT AND DECLARING AN EMERGENCY**

**WHEREAS,** the Council of the Village of Fairfax previously adopted ordinance No. 17-2016, providing for part-time clerical assistance for the Tax Department; and

**WHEREAS,** there is a need to revise the pay relating to the provision of such permanent service; and

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Fairfax, State of Ohio that:

**SECTION I:** Section I of Ordinance No. 17-2016 shall be amended to read as follows:

Section I: There is hereby authorized one permanent, part-time clerical assistant for the Tax Department. Such permanent, part-time clerical assistant shall work at the discretion of the Fiscal Officer or, as designated by the Fiscal Officer, at the discretion of the Tax Clerk, but shall not work more than twenty-nine (29) hours per week.

The rate of compensation for said permanent, part-time clerical assistant shall be not less than $15.00 per hour and not more than $20.00 per hour, the exact hourly rate to be determined periodically by the Fiscal Officer in accordance with budgetary concerns, experience, training, performance, and any other lawful factor.

**SECTION II:** The Fiscal Officer is authorized to perform all functions otherwise reserved to the Clerk-Treasurer in Ordinance No. 17-2016.

**SECTION III:** The existing Section I ofOrdinance No. 17-2016 is hereby repealed.

**SECTION IV:** This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and general welfare and shall be effective immediately. The reason for said declaration of emergency is the immediate need to provide assistance with various duties in the Tax Department so the department may complete its work as required.

Passed this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

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Mayor

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Officer

**CERTIFICATE**

I hereby certify this to be a true and correct copy of Ordinance No.10-2020, passed at a regular meeting of the Council of the Village of Fairfax on the \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

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Fiscal Officer