

12-222

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COUNTY OF SUMMIT PROSECUTOR
UNCLASSIFIED SALARY SCHEDULE
PROFESSIONAL/MANAGERIAL SCALE

2012

<u>Class Code</u>	<u>Table</u>	<u>Pay Grade</u>	<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
50031	CP	5	CHIEF COUNSEL	Annual	\$95,555.20	\$107,494.40	\$119,412.80
				Bi-Week	3,675.20	4,134.40	4,592.80
				Hourly	45.94	51.68	57.41
50025	CP	6	CHIEF ASSISTANT PROSECUTING ATTORNEY	Annual	\$70,387.20	\$85,883.20	\$101,441.60
				Bi-Week	2,707.20	3,303.20	3,901.60
				Hourly	33.84	41.29	48.77
50021	CP	3	ASSISTANT PROSECUTING ATTORNEY 3	Annual	\$65,707.20	\$80,620.80	\$95,534.40
				Bi-Week	2,527.20	3,100.80	3,674.40
				Hourly	31.59	38.76	45.93
50011	CP	2	ASSISTANT PROSECUTING ATTORNEY 2	Annual	\$47,777.60	\$59,737.60	\$71,635.20
				Bi-Week	1,837.60	2,297.60	2,755.20
				Hourly	22.97	28.72	34.44
50001	CP	1	ASSISTANT PROSECUTING ATTORNEY 1	Annual	\$41,828.80	\$50,752.00	\$59,716.80
				Bi-Week	1,608.80	1,952.00	2,296.80
				Hourly	20.11	24.40	28.71
29205	CP	4	DIRECTOR OF CHILD SUPPORT ENFORCEMENT AGENCY	Annual	\$83,616.00	\$95,534.40	\$107,494.40
				Bi-Week	3,216.00	3,674.40	4,134.40
				Hourly	40.20	45.93	51.68
15020	CP	7	ADMINISTRATIVE SUPPORT	Annual	\$50,668.80	\$63,336.00	\$75,940.80
				Bi-Week	1,948.80	2,436.00	2,920.80
				Hourly	24.36	30.45	36.51
50040	CP	8	DIRECT INDICTMENT OFFICER 1	Annual	\$28,308.80	\$34,694.40	41,038.40
				Bi-Week	1,088.80	1,334.40	1,578.40
				Hourly	13.61	16.68	19.73
50041	CP	9	DIRECT INDICTMENT OFFICER 2	Annual	\$39,540.80	\$49,400.00	59,280.00
				Bi-Week	1,520.80	1,900.00	2,280.00
				Hourly	19.01	23.75	28.50
29012	C3	8	DIRECTOR OF ADMINISTRATION- COMMUNICATIONS	Annual	\$59,384.00	\$77,188.80	\$94,993.60
				Bi-Week	2,284.00	2,968.80	3,653.60
				Hourly	28.55	37.11	45.67
50070	CP	10	LAW CLERK	Annual	\$29,723.20	\$34,902.40	\$40,123.20
				Bi-Week	1,143.20	1,342.40	1,543.20
				Hourly	14.29	16.78	19.29

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Law Clerk

Class Code: 50070

Unclassified

SALARY RANGE

\$14.29 - \$19.29 Hourly
\$1,143.20 - \$1,543.20 Biweekly
\$29,723.20 - \$40,123.20 Annually

DESCRIPTION:

Under general supervision; assists in legal research, drafts briefs, motions, conviction relief and other related documentation; performs miscellaneous duties (filing, copying, etc.). Performs other related duties as required.

JOB DUTIES:

The duties listed below are intended to depict tasks performed by this classification.

Drafts legal brief, memoranda, pleadings, motions, etc.; responds to post conviction motions for presentation to court; drafts case summaries and reports; assists attorneys in preparing discovery actions; prepares stipulations, including information to polygraph examinations.

Performs legal research; review and analyze laws, regulations, court decisions and legal issues for the prosecutors, etc.; verifies accuracy of documentation (legal) as directed.

Assists other clerical employees in the performance of their tasks (e.g., filing, copying documents, docketing, etc.) as workload dictates or as directed.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Bachelor's degree and current attendance at an accredited law school.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of: general legal principles and practices; office practices and procedures; government structure and process*; court process and procedure*; department policy and procedures*. **Ability to:** interpret a variety of instructions in written, oral, picture or schedule form; prepare concise and accurate documentation; communicate effectively; use proper research methods in gathering accurate data; cooperate with coworkers; gather, collate and classify data or information.

(*Indicates developed after employment).

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SUMMIT COUNTY, OHIO
HUMAN RESOURCE COMMISSION

HRC ORDER

Date: May 24, 2012

Order # : 12-01

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Wednesday May 24, 2012 to address the proposed change to the Law Clerk Position; from a classified position to an unclassified position; requested by the Prosecutor.

Whereas the Human Resource Commission has reviewed the proposed change along with the HRC Administrator, and Executive Human Resources Department and recommended the following action to the Human Resource Commission;

Approve moving the classification of Law Clerk to an unclassified position for the Prosecutor

Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Christine Higham :

Whereupon a motion was entered by Mike Callahan and seconded by Joel Bailey to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

J. Bailey	Aye
M. Callahan	Aye

The motion carried.


Kasie Briggs Pizarro, Administrator HRC

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EXHIBIT C

