

ORDINANCE ADMENDING THE YARGER REPORT TO INCLUDE  
SCREENING OFFICER AND ESTABLISH THEIR PAY GRADE AND  
DELCLARING AN EMERGENCY

**WHEREAS**, The positions of Screening Officer needs to be added in the Yarger Report.

**WHERAS**, The pay grade needs to be established for the position of Screening Officer.

**BE IT ORDAINED** by the Council of the City of Marion, Marion, County, Ohio:

Section 1. That the position of Screening Officer be added in the Yarger Report (as attached)

Section 2. That the pay grades of the positions be established as pay grade 16

Section 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, welfare and safety of the City of Marion and the inhabitants thereof, and as such, shall take effect and be in force immediately upon its passage and approval by the Mayor, provided it receives the affirmative vote of two-thirds of all members elected to Council; otherwise it shall become effective from and after the earliest period allowed by law.

CITY OF MARION, OHIO  
Job Description

Job Title:	<b>SCREENING OFFICER</b>
Department:	<b>Safety</b>
Reports To:	<b>Director of Public Safety or Designee</b>
FLSA Status:	<b>Part-time, Non-exempt</b>
Grade:	<b>16</b>

**SUMMARY:** Screens all incoming visitors at City Hall for safety risks. Greets employees, visitors and vendors in courteous manner. Helps direct people to their destinations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assumes overall responsibility for screening visitors who enter City Hall for safety risks
- Identify potential security risks and respond accordingly, including notifying the police department
- Monitor access points, permitting or refusing entry, restraining trespassers, and direct heavy traffic during start and end of business hours.
- Ensure all employees and visitors have proper credentials for accessing buildings (ID badges and passes)
- Assist employees and visitors with any concerns they may have
- Be visible and observant at all times, greet staff, guests, and vendors in courteous and attentive manner
- Complete incident reports and required documentation for all security incidents
- Monitor alarms and security camera
- Perform building and equipment inspections
- Collaborate with police officers and other screening officers for effective protection and coverage
- Deposits monies received by court in payment of fines
- Performs messenger service for court

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED) required. High school or vocational school training with emphasis on law enforcement and previous security related experience a plus.

**Language Skills**

Ability to: read and carry out instructions, write correspondence and memos; speak clearly and decisively to effectively present information in one-on-one and small group situations.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to: solve practical problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions in written or oral form.

**Computer Skills**

General working knowledge of computer

**Certificates, Licenses, Registrations**

Valid Ohio Driver's License

**Other Knowledge, Skills and Abilities**

Ability to: handle people with tact and courtesy; get along with others; work with others or alone; handle sensitive inquiries from officials and others and maintain confidentiality required; must be physically able to control irate, unruly individuals and situations which may require strength, mobility, agility and persuasiveness

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision: depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly exposed to outside weather conditions; occasionally exposed to moving mechanical parts. The noise level is usually quiet to moderate.