

RESOLUTION NO. CR-106-99

A RESOLUTION TO SUPPORT CERTIFICATION FROM THE STATE OF OHIO FOR THE OFFICES OF CLERK OF COUNCIL AND CLERK/TREASURER

WHEREAS, the Office of the Clerk of Council and the Office of the Clerk/Treasurer are positions required by the Ohio Revised Code for all municipalities; and

WHEREAS, this position is vital to the daily administration of the legislative branch of municipal government; and

WHEREAS, certain training is necessary to carry out the unique duties of this position; and

WHEREAS, many States throughout the Country require Certification for this office; and

WHEREAS, there are many positions within municipal government that require specific training and certification by the State of Ohio; and

WHEREAS, the Ohio Municipal Clerks Association, representing municipalities throughout the State, support the Certification of Municipal Clerks; and

WHEREAS, the Ohio Municipal Clerks Association surveyed Council Members, Mayors, Managers, and Municipal Clerks regarding the proposed State Certification and received very positive responses; and

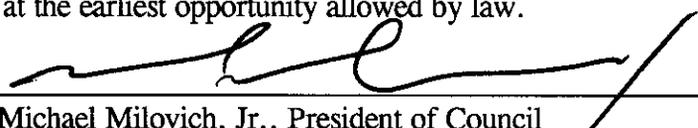
WHEREAS, requiring Certification will provide the "Clerk" an ability to better understand and perform the necessary duties associated with the Office for their municipality.

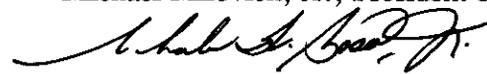
NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

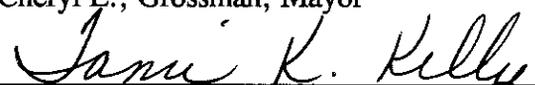
SECTION 1. This Council does hereby support the Certification of Municipal Clerks; and

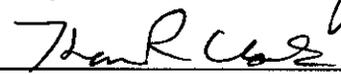
SECTION 2. This Council hereby requests that the State Legislature adopt legislation requiring such Certification, based on the attached Exhibit "A".

SECTION 3. This resolution shall take effect at the earliest opportunity allowed by law.

  
Michael Milovich, Jr., President of Council

  
Cheryl L., Grossman, Mayor

  
Tami K. Kelly, CMC/A AE, Clerk of Council

  
Thomas R. Clark, Director of Law

Passed: 11-01-99  
Effective: 11-01-99

Attest:

I Certify that this resolution is correct as to form.

CR-106-99  
Exhibit "A"

**(Exhibit A)**

After January 1, 1999, a municipality, with a total budget of more than \$500,000, which employs an officer or employee responsible for exercising any of the duties of Municipal Clerk, Clerk of Council or Clerk/Treasurer, hereinafter referred to as "Clerk", as specified in the Municipal Charter or the Ohio Revised Code, or any of the duties listed in subdivision (1), shall have one (1) person obtain certification upon meeting the qualifications for certification established by the Secretary of State.

- (1) Examples of duties commonly exercised by Municipal Clerks, Clerks of Council or Clerk/Treasurers include, but are not limited to: taking the minutes and keeping a record of business transacted at meetings of the legislative body; preserving the minutes in permanent form; acting as custodian of and preserving the public records of the Municipality, including original copies of legislation, minutes of the legislative body, contracts, bonds, title deeds, and other official papers, records and documents and providing copies and certifying copies of official records, papers and documents.
- (2) In municipalities where more than one (1) person is responsible for exercising the duties listed above, one (1) person in each municipality shall obtain certification. Provided, however, more than one (1) municipal employee or officer may become certified.
- (3) Anyone covered by this part shall have up to five (5) consecutive years to receive certification following the date this act becomes law or five (5) consecutive years from the date of subsequent employment.
- (4) Certification requires at least one hundred (100) education and experience points.
- (5) To retain certification, a certified officer or employee shall be required to obtain a minimum of eighteen (18) points of continuing education courses every five (5) consecutive years.
- (6) A fee of \$25.00 shall be paid to the Secretary of State to receive certification, if applicant is found to be qualified.
- (7) The provisions of this act shall be optional for any municipality having a total budget of \$500,000 or less. Any such municipality may, by Ordinance, require it's Clerk to obtain certification as required by this act.
- (8) Noncompliance of this provision may result in a citation on an audit as approved by the Auditor of State.

**CERTIFICATION REQUIREMENTS**

**A. EDUCATION AND EXPERIENCE REQUIREMENTS - 100 POINTS**

1. Bachelors degree (or higher) in Public Administration or related field*		50
2. Associate of Arts degree in Public Administration or related field*		25
3. Bachelors degree or higher in an unrelated field		25
4. Relevant University or College credited course work	1 pt. per credit hour	25
5. Certification through the International Institute of Municipal Clerks		100
6. In-service training or seminars relating to your position as Clerk	1 pt. per hr/maximum	50
7. Attendance at Annual Clerks Conference	5 pt. each/maximum	30
8. Satisfactory completion of a Home Study Course in a related field*		5
9. Experience as full-time, administrative Clerk or Deputy Clerk	5 pts. per yr/maximum	50
10. Experience as part-time or non-administrative Clerk or Deputy Clerk	3 pts. per yr/maximum	40
11. Other full-time administrative position in local government prior to becoming Clerk or Deputy Clerk	3 pts. per yr/maximum	30
12. Administrative or Elected position in Federal, State or Province Government	2 pts. per yr/maximum	30
13. Administrative position in business	1 pt. per yr/maximum	30

**RECERTIFICATION REQUIREMENTS**

**A. EDUCATION AND EXPERIENCE REQUIREMENTS - 18 POINTS**

1. Satisfactory completion of the OMCA/IIMC Career Development or Advanced Academy		18
2. Relevant University or College credited course work	1 pt. per credit hour/maximum	5
3. Academic credits in a related field* earned at an accredited college or university after State Certification	1 pt. per credit hour/maximum	6
4. Completion of a professional related* seminar/course from a local resource	1 pt. per hour/maximum	12
5. Personal accomplishments of educational benefit to the profession		2
6. Teaching/training at an accredited college, university or primary/secondary school	1 pt. per hour/maximum	12
7. Certification from a counterpart organization related to the responsibilities of a Municipal Clerk		7
8. Education courses and/or in-service training relating to your position as Clerk	1 pt. per year/maximum	8
9. Experience as Administrative, Municipal Clerk or Deputy Clerk	1 pt. per year/maximum	5
10. Attendance at Annual Clerks Conference	5 pts. each/maximum	15
11. Unique on-the-job performance and/or personal achievements that benefit the profession or your community	1 pt. per year/maximum	5
12. Officer in related professional association	1 pt. per year/maximum	5

\* Related field to receive credit: a degree must be academic, must be from an accredited institution, and must relate to the Municipal Clerk's position. Related field includes, but are not limited to: public administration, urban affairs, municipal management, government, political science, records management, law, pre-law, history, economics, business administration, municipal finance, accounting, computer science, psychology, urban planning, personnel administration or related social sciences.

**RULES AND REGULATIONS**

1. Applications for Certification shall be submitted to the Ohio Municipal Clerks Association, c/o the Ohio Municipal League.
2. A Committee, consisting of three (3) members from the Ohio Municipal Clerks Association, one (1) member from the Secretary of State's Office, and one (1) member from the State Auditor's Office.
3. Upon review and approval from the Committee, Certificates shall be issued from the Secretary of State.
4. All records shall be kept in the possession of the Ohio Municipal Clerks Association, through the Ohio Municipal League.