

AN ORDINANCE AMENDING THE ORDINANCE ADOPTING A PERSONNEL POLICY FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village Council adopted a Personnel Policy Ordinance on September 17, 1984, which included a Personnel Classification Plan and a Personnel Pay Plan; and

WHEREAS, changes in organization must be made as personnel needs of the Village change;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in regular session assembled this 16th day of September, 1996, as follows:

SECTION 1. That Appendix A of the Village of Pinehurst Personnel Policy is hereby amended as follows:

The position of Receptionist/Clerk is added, with the job description as stated in Attachment #1.

SECTION 2. That Appendix B, subsection entitled "Allocation of Positions to Salary Grades" be amended to add the following:

Allocations of Positions to Salary Grades

<u>Salary Grade</u>	<u>Salary Range</u>	<u>Position Title</u>
2	\$14,620.00 - \$19,676.00	Receptionist/Clerk

SECTION 3. That all Personnel Classification Plan revisions and Pay Plan revisions in conflict herewith, are superseded by this Ordinance, effective upon the adoption of this ordinance.

SECTION 4. That this Ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 16th day of September, 1996.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

Attest:

By: Charles L. Mangers
Charles L. Mangers, Mayor

Mary H. McGraw
Mary H. McGraw, Village Clerk

Approved as to form:

John B. Clayton
John B. Clayton, Village Attorney

(Non-exempt)

CLASS TITLE: Receptionist/Clerk

PURPOSE OF CLASS: Semi-skilled, under immediate supervision, performs receptionist and clerical work as assigned by the Village Clerk and Planning Director.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS:

Primary Tasks: Answers telephone, direct calls, performs general clerical duties such as typing letters, forms and miscellaneous correspondence for Parks & Recreation Director, Project Coordinator and Village Attorney; assists Finance Office and the Planning and Inspections Office as needed and any other duties as assigned.

Equipment Operated: Typewriter, computer, copy machine, calculator, and other assigned equipment.

Working Conditions: Not adverse.

QUALIFICATIONS OF CLASS:

Education: Graduation from an accredited high school and preferably, additional course work from technical or community college in secretarial science and word processing.

Experience: Some experience in clerical, computer, or secretarial position preferred.

Knowledge, skills and abilities: Good typing skills; good interpersonal skills; filing and computer systems; ability to operate usual office machinery; ability to establish and maintain effective working relationships with the public and other employees.