CHAPTER 2

GOVERNMENT

LEGISLATURE

200 - 208. RESERVED

209. Legislature, Salary.
Pursuant to Article II, Section 16(15), County Legislators will receive an annual salary equal to 24% of the salary paid by the State of Missouri to circuit judges of the Sixteenth Judicial Circuit of Missouri as of January 1 of the year prior to the beginning of the Legislators= term effective January 1, 2007. At no time shall the salary of Legislators ever be reduced as a result of this provision. (Ord. 935, Eff. 1-1-83; Ord. 1405, Eff. 12/20/85; Ord. 3522, Eff. 08/24/2004)

210. Legislature Meetings.
The following apply to legislative meetings:

210.1 Regular Meetings, Time and Place.
The County Legislature shall hold its regular meetings at such times and places as are provided for in the Legislature's Rules. (Ord. 5282, Eff. 11-5-19)

210.2 Meetings on Holidays.
All meetings of the Jackson County Legislature scheduled on legally prescribed holidays, as determined by the County Legislature, shall be held on the subsequent Tuesday of the same week. (Ord. 5282, Eff. 11-5-19)

210.3 Change of Meeting Time or Place.
The County Legislature may, by roll call vote on motion and second, fix a different time or public place or both time and public place for a subsequent regular weekly meeting, but all meetings shall be within Jackson County and be open to the public. (Ord. 5282, Eff. 11-5-19)

210.4 Minimum Number of Meetings.
The Chair of the County Legislature may designate Mondays on which no regular meeting is to be held, but there shall be no fewer than forty-eight regular weekly meetings each year. (Ord. 5282, Eff. 11-5-19)

210. Audit or Investigation, Procedure to Request.
When a Legislator desires an internal audit or investigation conducted by the Legislative Auditor, the following procedure applies. (Ord. 200, Sec. 2, Eff. 7-26-74)

210.1 Request to Audit Committee.
A legislator desiring an internal audit or investigation shall submit his request to the Legislative Audit Committee in writing. (Ord. 200, Sec. 2, Eff. 7-26-74)

210.2 Scope of Request.
The request for an internal audit or investigation shall detail the specific scope of the examination requested. (Ord. 200, Sec. 2, Eff. 7-26-74)

210.3 Discussion of Requests.
The Legislative Audit Committee Chairman shall call a meeting of the Audit Committee as necessary to discuss the requests which have been submitted to it. (Ord. 200, Sec. 3, Eff. 7-26-74)

210.4 Audit Committee Defined.
Audit Committee, in the absence of any standing committee so named, shall mean the standing or special committee of the County Legislature as is designated, either by rule of the County Legislature or by assignment by the Chairman for the accomplishment of the review and control of audits and investigations of the County Auditor. (Ord. 200, Sec. 1, Eff. 7-26-74)

210.5 Powers and Duties of Committee.
The powers and duties of the Audit Committee shall be as follows:

a. Receive Requests.
To receive all requests for audit or investigation;

b. Evaluate Requests.
To assess the appropriateness of the requests;

c. Determine Scope of Requests.
to assign a specific scope to the requests;

d. Direction to Auditor.
To direct the Legislative Auditor to complete the requests as the majority feels appropriate;

e. Hear Rebuttal.
To hear all rebuttal to or specific disagreements with the reports of the Auditor from the appropriate individuals. (Ord. 200, Sec. 3, Eff. 7-26-74)

210.6 Appeal of Rejection of Request.
Any rejection by the Audit Committee of a request for an internal audit or investigation may be appealed to the entire County Legislature for final determination. (Ord. 200, Sec. 4, Eff. 7-26-74)

210.7 Release of Report.
The Auditor shall release his reports directly to the County Legislature, the County Executive and the Clerk of the County Legislature who shall place the report on the agenda of the next meeting of the County Legislature under new business. (Ord. 200, Sec. 5, Eff. 7-26-74)

211. Legislature, Power to Summon Persons.

The Legislature shall have the power to summon before it any officer, agent or employee of the County, or any officer of any special district of the County, or any officer or employee of any institution, agency, or organization to whom or to which the County appropriates money, or person sought to be a witness as a legislative inquiry or hearing. Upon summoning before it said person, the Legislature shall have the power to examine that person on oath or affirmation. (Ord. 1159, Eff. 1-30-84)

211.1 Summons, Procedure for Legislature to Issue.
The Chairman of the Legislature in the performance of his duties shall direct the Clerk of the Legislature to issue a summons for each witness. Said summons shall be in the form of a subpoena, shall state that the proceedings are in the County Legislature of Jackson County, Missouri, the subject matter of the proceedings, and shall command each person to whom it is directed to attend and give testimony at a date, time, and place therein specified. (Ord. 1159, 1-30-84)

212. Legislature, Access to Written Documents.
The Legislature shall have access to all books, papers, records, memorandum, writings, or any other documents of any department, office, officer, or employee of the County, or any office or officer of any special district of the County, or of any institution, agency, organization, or person to whom or which the County appropriates money, or person sought to be a witness at a legislative inquiry or hearing. (Ord. 1159, 1-30-84)

212.1 Subpoena Duces Tecum, Procedure for Issuing.
The Chairman of the Legislature shall direct the Clerk of the Legislature to issue a subpoena duces tecum for the production of any book, paper, record, memorandum, writing, or any other document. The subpoena duces tecum for the production of documents shall be directed to the party responsible for such evidence and shall describe the documentary evidence sought, and a date, time, and place for production. (Ord. 1159, Eff. 1-30-84)

213. Subpoenas, By Whom Served.
Subpoenas shall be directed to the person to be summoned to testify or to the person responsible for such documentary evidence as is sought, and said person may be served by the Sheriff of Jackson County, or such person as appointed by the Chairman of the Legislature. (Ord. 1159, Eff. 1-30-84)

214. Subpoenas, How Served and Returned.
The service of a subpoena to testify or to provide written documentary evidence shall be by the reading the same or delivering a copy thereof to the person to be summoned; provided, that in all cases where the witness shall refuse to hear such subpoena read or to receive a copy thereof, the offer of the officer or other person to read the same or to deliver a copy thereof, and such refusal, shall be a sufficient service of such subpoena. The subpoena shall provide for a return, which shall show the manner of service. (Ord. 1159, Eff. 1-30-84)

215. Failure to Comply with a Subpoena Authorized Under Sections 212. and 212.1, Jackson County Code.
It shall be unlawful for any person summoned under Sections 212. and 212.1, Jackson County Code to fail to respond to said subpoena at the date, time and place specified in

said subpoena, without lawful reason for said non attendance. (Ord. 1159, Eff. 1-30-84)

216 Failure to Comply with a Subpoena Duces Tecum Authorized Under Sections 213. and 213.1, Jackson County Code.
It shall be unlawful for any person to fail to produce any and all books, papers, records, memorandum, writings, or any other documents at the date, time, and place specified in said subpoena duces tecum issued under Section 213. and 213.1, without lawful reason for said non production. (Ord. 1159, Eff. 1-30-84)

217 Refusal to Testify.
It shall be unlawful for any person summoned as a witness under Section 212., 212.01, 213., 213.1 to refuse to give evidence which may be lawfully required to be given by such person, on oath or affirmation. (Ord. 1159, Eff. 1-30-84)

218 Penalty, Legislative Subpoena.
Any person who violates any provision of Sections 216., 217. or 218., Jackson County Code, shall be punished upon conviction by a fine of not more than $500 or by imprisonment in the County Jail for a term not exceeding six months, or by both such fine and imprisonment. (Ord. 1159, Eff. 1-30-84)

COUNTY EXECUTIVE

219. County Executive, Appoint Assistants and Secretaries.
The County Executive may appoint such administrative assistants and secretaries as are deemed necessary to the accomplishment of the duties of the County Executive appropriated within the funds for that purpose. (Ord. 8, Sec. 1.72, Eff. 1-1-73)

219.1 Administrative Aides.
Administrative aides appointed to serve the County Executive shall receive a salary set forth in Schedule V. (Ord. 1051, Eff. 1-19-83)

219.2 Secretaries.
Secretaries appointed to serve the County Executive shall receive a salary of no less than sixty-three hundred dollars ($6,300) per annum and no more than eighty-seven hundred dollars ($8,700) per annum. (Ord. 8, Sec. 172 c., Eff. 1-1-73)

220. County Executive, Additional Employees.
The County Executive may employ other persons on temporary, part time or emergency basis as become necessary to fulfill the duties of that office. At no time shall the total of the salaries paid to persons employed under Section 220. exceed the sum appropriated in the budget for the salaries of the staff of the County Executive. (Ord. 8, Sec. 1.73, Eff. 1-1-73)

221. Budget Officer, Salary Range.
The salary range for the Budget Officer set forth in Schedule II establishes the compensation for the specified non-merit position.

222- 228. RESERVED

229. County Executive, Salary.
Effective Jan. 1, 2007, the County Executive of Jackson County shall receive an annual salary equal to 100% of the salary paid by the State of Missouri to circuit judges of the Sixteenth Judicial Circuit of Missouri as of January 1 of the year prior to the beginning of the County Executive's term. At no time shall the salary of the County Executive ever be decreased as a result of this provision. (Ord. 868, Eff. 1-1-83; Ord. 1399, Eff. 12/12/85; Ord. 1794, Eff. 01/02/90; Ord. 2245, Eff. 11/29/93; Ord. 3522, Eff. 08/24/2004)

230. County Executive Act as Agent of County.
Whenever the County Legislature sees fit to exercise its powers under Article II of the charter to acquire land for any county purpose; to accept any gifts and devises, bequests and grants-in-aid in behalf of the County; or to exercise any power in that Article to Contract for the county with any private person, corporation, government or agency or subdivision of any government, the County Executive shall be the agent of the county for the purpose of preparing with the assistance of the County Counselor and placing before the County Legislature for its approval any documents or instruments necessary to the exercise of these powers. (Ord. 19, Sec. 1.02, Eff. 1-25-73)

230.1 Execution of Documents.
The County Executive shall execute in the name of the county any documents or instruments which he is authorized and directed to execute by resolution of the County Legislature. (Ord. 19, Sec. 1.02, Eff. 1-25-73)

230.2 Limitation.
Section 230.00 shall not require action by the County Executive for matters within the scope of the Jackson County Purchasing Ordinance or any other ordinance specifically delegating any of the powers set forth in Section 230.00 to any officer other than the County Executive. (Ord. 19, Sec. 1.02, Eff. 1-25-73)

231. Director of Health and Welfare, Salary.
The Director of Health and Welfare shall receive a salary of not less than fifteen thousand dollars ($15,000) nor more than twenty thousand dollars ($20,000) per annum. (Ord. 83, Sec. 1.53, Eff. 8-17-77)

232. Professional Services Contracts.
The county executive shall file with the clerk of the county legislature a copy of each professional services contract executed pursuant to the county executive's authority granted under article III, § 6.2 of the Constitutional Home Rule Charter of Jackson County. (Ord. 2387, Eff. 04/18/95)

COUNTY COUNSELOR

240. County Counselor, Staff Authorized.
The County Counselor shall have such staff as may be authorized in the annual budget. All lawyers in the County Counselor's Office shall serve at the pleasure of the County Counselor. (Ord. 7, Sec. 1.101, Eff. 1-1-73; Ord. 4287, Eff, 1-11-11; Ord. 3975, Eff. 3-18-

08) C/R: See Schedule II for salary ranges. Secretaries= salaries covered by Schedule II and Merit System.

241. Contracting Authority
Subject to the provisions of chapter 10 of this code and available funds, the County Counselor may contract for court reporting, mediation, and expert witness services necessary to support the operations of the County Counselor's Office, without further legislative approval. To the extent practicable, the County Counselor shall advertise and utilize competitive selection procedures for the procurement of these services. The procurement of legal services shall be governed by article V, section 7 of the charter.

CLERK OF LEGISLATURE

250. Clerk of the County Legislature, Appointment and Removal. (Ord. 5706, Eff. 12-5-22)

250.1 Appointment.
In the event of a vacancy in the office of the Clerk of the County Legislature, the Director of Human Resources shall solicit applications from qualified persons for the position in accordance with such procedures as may be agreed to by the Chair of the County Legislature. The Chair, using such procedures as the Chair may determine, shall thereafter recommend to the full County Legislature a potential appointee from among the qualified applicants. The County Legislature shall thereafter appoint a qualified applicant to the position by resolution. (Ord. 5706, Eff. 12-5-22)

250.2 Removal.
The County Legislature may remove the Clerk of the County Legislature from office at any time by a resolution that appears on its agenda and receives six affirmative votes. (Ord. 5706, Eff. 12-5-22)

251. Clerk of Legislature, Designate Persons Eligible for Reading Assistance.
When any blind person files a petition to receive aid from the state with which to employ a reader and the Clerk of the County Legislature is satisfied that the applicant meets the requirements set forth in Section 250.1 and Sections 178.160 to 178.180, RSMo, the Clerk shall designate that person eligible to receive aid and shall so certify to the appropriate state authorities. (Ord. 491, Sec. 1, Eff. 4-5-77)

251.1 Blind Reading Assistance, Eligibility Criteria.
A blind person applying for and under this section must be:

a. State Resident.
A resident of the State of Missouri;

b. County Resident.
A resident of Jackson County;

c. Student.

A student attending a college, university, technical or professional school located in this state and authorized to grant degrees, other than institutions established for the instruction of the blind; and

d. Unable to Pay.
Is unable to pay for employing a reader. (Ord. 491, Sec. 2, Eff. 4-5-77)

251.2 Amount.
The amount of aid from the state shall be as provided by law. (Ord. 491, Sec. 4, Eff. 4-5-77)

251.3 Refusal to Designate.
The refusal of the Clerk of the County Legislature to designate an applicant for state and under this ordinance may be appealed to the County Legislature. (Ord. 491, Sec. 3, Eff. 4-5-77)

252 - 254. RESERVED

255. Fees, County Clerk.
The Clerk of the County Legislature shall charge the following fees for the following services. (Ord. 562, Eff. 1-1-78; Ord. 3855, Eff. 01/11/07)

255.1 Notary Commission.
The fee for issuance of a notary commission is five dollars ($5). (Ord. 562, Eff. 1-1-78; Ord. 3855, Eff. 01/11/07)

255.2 Notarization of Signature.
The fee for notarization of any signature shall be no more than five dollars ($5). The specific fee shall be five dollars ($5) until modified by Ordinance of the County Legislature. (Ord. 562, Eff. 1-1-78; Ord. 3855, Eff. 01/11/07, Eff. Ord. 11/30/20)

256. Charter Petitions, Certification.
The clerk of the county legislature shall certify all petitions pertaining to Article XIV and Article XV of the Constitutional Home Rule Charter of Jackson County, Missouri, before any issue regarding such petitions shall be submitted to the voters. (Ord. 1247, Eff. 11/30/84)

COUNTY AUDITOR

260. County Auditor, Office Established.
There is hereby established by the county legislature the office of the county auditor as provided in article VIII, section 4 of the Jackson County charter. (Ord. 17, Sec. 1.27, Eff. 1-15-73)

260.1 Auditor, Qualifications.
The county auditor shall be a person specifically trained or experienced in internal audit and experienced in governmental or business investigation or administration. (Ord. 17, Sec. 1.28, Eff. 1-15-73; Ord. 1531, Eff. 05/19/87; Ord. 1730, 4/19/89; Ord. 1858, Eff. 09/12/90; Ord. 2353, Eff. 12/20/94)

260.2 County Auditor, Salary.
The county auditor, assistant auditors and staff shall be paid an annual salary according to the range specified in Schedule III. (Ord. 249, Sec. 1.32, Eff. 3-18-75; Ord. 1088, Eff. 07-29-83; Ord. 1255, Eff. 11-05-84; Ord. 1288, Eff. 02-28-85; Ord. 2199, Eff. 6/30/93)

260.3 County Auditor, Staff.
The county auditor shall have such staff as authorized by the county legislature.

a. Chief Deputy.
The county auditor shall have a chief deputy who shall be appointed by the county auditor subject to confirmation by a majority of the county legislature.

b. Other Staff.
The county auditor shall have at least one (1) assistant auditor and at least one (1) secretary.

c. Staff Salaries.
The salaries of all the staff of the county auditor shall be determined by resolution of the County Legislature. (Ord. 17, Sec. 1.33, Eff. 1-15-73)

260.4 County Auditor, Term.
Effective January 1, 1973, the initial county auditor appointed pursuant to article VIII, '4 of the Jackson County charter shall serve a term to expire December 31, 1976. Each subsequent auditor shall be appointed to a four-year or unexpired term, as the case may be, to expire on each four-year anniversary date of December 31, 1976. (Ord. 2199, Eff. 6/30/93)

261 County Auditor, Duties.
The County Auditor shall have the following duties:

261.1 Continual Review.
The County Auditor shall continuously review the performance of all departments of the county, including all elected officials, departments, boards and commissions. (Ord. 17, Sec. 1.29, Eff. 1-15-73)

261.2 Review Financial Affairs.
The County Auditor shall review the financial affairs of the county. (Ord. 17, Sec. 1.29, Eff. 1-15-73)

261.3 Not Keep Accounts.
The County Auditor shall not be responsible for the keeping of accounts. (Ord. 17, Sec. 1.29, Eff. 1-15-73)

261.4 Continuing Internal Audit System.
The County Auditor shall institute a continuing internal audit system to carry out the

duties in Section 261.00. (Ord. 17, Sec. 1.29, Eff. 1-15-73)

261.5 Report to Legislature.
The County Auditor shall report from time to time, and no less than once a year to the County Legislature and to the County Executive on the state of the county operations as to method and result and as to whether or not the ordinances, resolutions and orders of the county legislature have been implemented. (Ord. 17, Sec. 1.29, Eff. 1-15-73)

261.6 Other Investigations.
The County Auditor shall make such other investigations as the County Legislature may direct and shall report to the County Legislature at any time and on any operation, in addition to all other reports, when ordered to do so by the County Legislature. (Ord. 17, Sec. 1.29, Eff. 1-15-73)

262. County Auditor, Powers.
The County Auditor shall have the following powers.

262.1 Summons Persons.
The auditor shall have the power to summons before him any officer, agent or employee of the County, or any officer of any special district of the County, or any officer or employee of any institution, agency, or organization to whom or to which the County appropriates money. Upon summoning before him said person, the County auditor shall have the power to examine that person on oath or affirmation. (Ord. 1130, Sec. 1.30(1), Eff. 11-30-83)

a. Summons, Procedure for Issuing Subpoena.
In all audits where witnesses are required by the County auditor in the performance of his duties, the County auditor shall direct the clerk of the Legislature to issue a summons for each witness. Said summons shall be in the form of a subpoena, shall state that the proceedings are in the County Legislature of Jackson County, Missouri, the subject matter of the audit, and shall command each person to whom it is directed to attend and give testimony at a date, time, and place therein specified. (Ord. 1130, Sec. 1.30(2), Eff. 11-30-83)

b. Failure to Comply With Subpoena.
It shall be unlawful for any person summoned under this section to fail to respond to said subpoena at the date, time, and place specified in said subpoena, without lawful reason for said non-attendance. (Ord. 1130, Sec. 1.30(9), Eff. 11-30-83)

c. Auditor May Administer Oaths.
The County auditor may administer oaths or affirmations of persons examined by the County Auditor under this section. (Ord. 1130, Sec. 1.30(3), Eff. 11-30-83)

262.2 Access to Written Documents.

The County Auditor shall have access to all books, papers, records, memorandum, writings, or any other documents of any department, office, officer, or employee of the County, or any office or officer of any special district of the County, or of any institution, agency, organization, or person to whom or which the County appropriates money. (Ord. 1130, Sec. 1.30(4), Eff. 11-30-83)

a. Subpoena Duces Tecum, Issuance Procedure by Auditor.
The County Auditor shall direct the Clerk of the Legislature to issue a subpoena duces tecum for the production of any books, paper, record, memorandum, writings, or any other document as necessary to the performance of the auditor's duties. The Clerk of the Legislature shall upon request from the County Auditor issue a subpoena duces tecum for the production of documents as evidence to the party responsible for such evidence and shall describe the documentary evidence sought, and a date, time, and place for production. (Ord. 1130, Sec. 1.30(5), Eff. 11-30-83)

b. Failure to Comply With Subpoena Duces Tecum.
It shall be unlawful for any person to fail to produce any and all books, papers, records, memorandum, writings, or any other documents at the date, time, and place specified in a subpoena duces tecum issued under this section, without lawful reason for said non-production. (Ord. 1130, Sec. 1.30(10), Eff. 11-30-83)

Certify Financial Reports.
The County Auditor shall certify to the correctness of all financial reports before these reports shall be regarded as official. (Ord. 1130, Sec. 1.30(8), Eff. 11-30-83)

Subpoena Issued by Auditor, General Procedure.

By Whom Served.
Subpoenas shall be directed to the person to be summoned to testify or to the person responsible for such documentary evidence as is sought, and said person may be served by the sheriff of Jackson County. (Ord. 1130, Sec. 1.30(6), Eff. 11-30-83)

How Served and Returned.
The service of a subpoena to testify or to provide written documentary evidence shall be by the reading the same or delivering a copy thereof to the person to be summoned; provided, that in all cases where the witness shall refuse to hear such subpoena read or to receive a copy thereof, the offer of the officer or other person to read the same or to deliver a copy thereof, and such refusal, shall be a sufficient service of such subpoena. The subpoena shall provide for a return, which shall show the manner of service. (Ord. 1130, Sec. 1.30(7), Eff. 11-30-83)

Refusal to Testify.
It shall be unlawful for any person summoned as a witness under section 262. above to refuse to give evidence which may be lawfully required to be given by such person, on oath or affirmation. (Ord. 1130, Sec. 1.30(11), Eff. 11-30-83)

Penalty, Violation of Auditor Powers Code.
Any person who violates any provision of code Section 262., 236., or 264. inclusive, shall be punished upon conviction by a fine of not more than $500 or by imprisonment in the County Jail for a term not exceeding six months, or by both such fine and imprisonment. (Ord. 1130, Sec. 1.30(12), Eff. 11-30-83)

Powers.
The County Auditor shall have the following powers. The County Auditor shall have access to all books and records of all departments of the county, including all elected officials, departments, boards and commissions. The County Auditor shall have power to summon before him any officer, agent or employee of the county, or any other person and examine that person on oath or affirmation. The County Auditor may administer oaths or affirmations of persons examined by the County Auditor under Section 262. 2. The County auditor shall certify to the correctness of all financial reports before those reports shall be regarded as official. (Ord. 17, Sec. 1.30, Eff. 1-15-73)

(Revisor's Note: Ord. 17 ' 1.30 was repealed by Ordinance 1130 prior to adoption of the codification. However, it was included in the text of the codification as adopted by Ordinance 1142. Thus, Ordinance 17 and Ordinance 1130 are both included in this codification).

Audit Committee, Effect of Requests By.
Nothing in Section 211.00 shall prevent the Auditor from continuing to conduct the audits and reviews within each of the departments at his direction or as otherwise provided by ordinance, independent of the Audit Committee, in compliance with Article VIII, Section 4 of the Jackson County Charter. (Ord. 200, Sec. 6, Eff. 7-26-74)

County Auditor, Release of Reports.
Reports under Sections 260.00 through 263.00 shall be released in accordance with Section 211.7. (Ord. 200, Sec. 6, Eff. 7-26-74)

RESERVED

PUBLIC_ADMINISTRATOR

- 275.00 RESERVED

Public Administrator, Salary.
The Public Administrator of Jackson County, Missouri shall receive an annual salary as determined pursuant to section 285. of this chapter. (Ord. 248, Sec. 2, Ord. 1148, Eff. 1-18-84; Ord. 1854, Eff. 7/31/90; Ord. 3975, Eff. 3-18-08)

Public Administrator, Employees.
All employees of the Public Administrator as of August 8, 1978 are hereby deemed to be merit employees as of that date. (Ord. 642, Sec. 1, Eff. 10-27-78; Ord. 2031, Eff. 09/27/91)

Rights and Duties.

Public Administrator employees are entitled to all the rights and are subject to all the duties of merit employees under the provisions of the County Charter, county ordinances and executive orders relating to the County Merit System. (Ord. 642, Sec. 1, Eff. 10-27-78; Ord. 2031, Eff. 09/27/91)

No Probation.
Public Administrator employees are not required to serve a six (6) month probation period before having access to the Merit System Commission for the appeal of significant acts. (Ord. 642, Sec. 1, Eff. 10-27-78; Ord. 2031, Eff. 09/27/91)

Exempt Positions Authorized.
The Public Administrator may designate one (1) administrative assistant and one (1) secretary as employees exempt from the provisions of the merit system. Attorneys serving in the Office of Public Administrator shall be exempt from the provisions of the merit system. (Ord. 642, Sec. 2, Eff. 10-27-78; Ord. 2031, Eff. 09/27/91)

OTHER_OFFICES

Prosecuting Attorney, Salary.
The annual compensation of the Prosecuting Attorney of Jackson County, Missouri is set at 90% of the salary paid by the State of Missouri to circuit judges of the Sixteenth Judicial Circuit of Missouri as of January 1 of the year prior to the beginning of the Prosecuting Attorney=s term beginning on or after January 1, 2005, pursuant to Article II, Section 16 of the Constitutional Home Rule Charter of Jackson County. At no time shall the compensation of the Prosecuting Attorney ever be reduced as a result of this provision. (Ord. 753, Sec. 1, Eff. 1-1-81; Ord. 1144, Sec. 1, Eff. 1-4-84; Ord. 1399, 12/12/85; Ord. 1622, Eff. 01/04/88; Ord. 2245, Eff. 11/29/93; Ord. 3454, Eff. 12-16-03; Ord. 3536, Eff. 09/21/04)

- 284. RESERVED

Employees not within the Merit System.
The salary ranges for compensation of County employees not within the Merit System are hereby adopted as set forth in schedule I, appended to this chapter. (Ord. 1561, Eff. 06/22/87; Ord. 1996, 07/24/91; Ord. 2623, Eff. 02/10/97; Ord. 5373, Eff. 7/24/20)

Authority to set specific salaries within ranges.
The County Legislature, by majority vote of its members, the County Executive, the Prosecuting Attorney, the Sheriff, the County Counselor, and the Commission on Human Relations and Citizens Complaints shall have the authority to set salaries for employees not within the Merit System on their respective staffs within the salary ranges set out by ordinance. For the purposes of this subsection, the staff of the County Legislature shall include the Legislature's immediate staff as well as all employees not within the Merit System in the offices of the Clerk of the County Legislature, County Auditor, Compliance Review Officer, and all other County employees not within the Merit System not expressly

described herein. For the purposes of this subsection, the staff of the County Executive shall include the Executive's immediate staff, as well as staffs of the Medical Examiner and Public Administrator and all employees not within the Merit System in the Jackson County Divisions of Operations and Public Safety, Internal Services and Taxation, and External Relations and Economic Development. (Ord. 1561, Eff. 06/22/87; Ord. 2185, Eff. 3/8/93; Ord. 2344 Eff. 11/03/94; Ord. 2623, Eff. 02/10/97; Ord. 3975, Eff. 3-18-08; Ord. 5373, Eff. 7/24/20)

Each County Legislator shall determine salary ranges for their aide(s) within each legislator's annual budget. The setting of salaries for legislative aides will be within the sole discretion of each legislator within each legislator's budgetary constraints. (Ord. 1579, Eff. 08/10/87; Ord. 2623, Eff. 02/10/97)

In the event the County conducts a classification and compensation study, or any similar comparative wage analysis, and implements the study's findings, in part or in whole, the salary range for any non-merit position(s) studied shall be modified by the Director of Human Resources to reflect the findings of the study. However, in no event will a non-merit employee's compensation be reduced due to the provisions of this subsection. Additionally, during a calendar year, a non-merit employee shall not receive a salary increase greater than 10% of the employee's current salary, except upon approval by a majority vote of the members of the County Legislature. (Ord. 5373, Eff. 7/24/20)

Cost of living increases for employees not within the merit system.
Cost of living increases when approved by the Legislature, shall be given to all non-merit employees even if said employees would be prohibited from receiving the increase because the employee is currently at the maximum amount authorized by their respective salary ranges as set out in the salary schedule I to this chapter. Any change to the salary ranges of schedule I necessitated by the adoption of a cost of living increase will be done administratively and will not require specific legislative approval. (Ord. 1607, Eff. 12/01/87; Ord. 2623, Eff. 02/10/97; Ord 5404, Eff. 9/29/20)

Merit Pool, Employees Not Within the Merit System.
Whenever the Legislature makes available a "merit pool," out of which performance-based salary increases may be awarded, all non-merit employees are eligible to participate in such merit pool, even if such participation would increase an employee's salary above the maximum authorized by the applicable salary range set out in schedule I to this chapter. For any non-merit employee whose salary would increase beyond the maximum authorized by the applicable salary range, that employee shall receive a lump sum payment representing the annualized amount of the increase above the maximum of the applicable salary range, with the employee's actual base salary not increasing but remaining at the maximum of the range. No employee who receives a lump sum payment as authorized by the section shall receive a payment amount representing an annualized increase greater than the average increase within the merit pool. (Ord. 4599, Eff. 01/13/14; Ord. 5404, Eff. 9/29/20)

Golf Professionals' Compensation.
The Director of Parks and Recreation is authorized to provide, as a part of the total compensation of any golf professional or assistant golf professional at the Fred Arbanas

Golf Course at Longview Lake, for additional compensation for golf lessons given at the golf course, outside of normal working hours. Any such compensation arrangement shall be documented in a writing signed by the golf professional and Director of Parks and Recreation, a copy of which shall be filed with the Clerk of the County Legislature. The Director shall monitor and establish reasonable limits on the amount of compensation that can be earned by any golf professional for the giving of golf lessons. (Ord. 4270, Eff. 11/30/10)

LEGAL_ADVISOR_TO_THE_LEGISLATURE

Legal Advisor, Generally.
Pursuant to Article II, Section 16.20 of the Constitutional Home Rule Charter of Jackson County, there is hereby established the position of Legal Advisor to the Legislature. (Ord. 1632, Eff. 01/14/88)

Legal Advisor, Qualifications.
The Legal Advisor to the Legislature shall be a graduate of an American Bar Association accredited school of law and admitted to the practice of law in the State of Missouri. The Legal Advisor shall have experience or educational background in local governmental law. The Legal Advisor may be more than one person or firm. (Ord. 1632, Eff. 01/14/88)

Legal Advisor, Duties.
The duties of the Legal Advisor to the Legislature may include, but shall not be limited to:

a. Provision of legal advice to the County Legislature and the committees thereof, including attendance at some or all regular and special meetings of the Legislature;

b. Preparation of proposals for resolutions and ordinances requested by the Legislature.

c. Research and preparation of drafts of such state and federal legislation as the County Legislature may request;

d. Service as liaison between the Legislature and the office of the County Counselor;

e. Provision of legal advice and assistance to the County Auditor in the performance of his duties pursuant to requests of the Finance and Audit Committee of the Legislature; and

f. Such other duties as may be assigned the Finance and Audit Committee. (Ord. 1632, Eff. 01/14/88)

Legal Advisor, Appointment.
The Legal Advisor to the Legislature shall be appointed by the Legislature by majority vote and shall serve under the direction and oversight of the Legislature's Finance and Audit Committee. The Chairman of the Finance and Audit Committee is authorized to enter into an employment agreement with the Legal Advisor. (Ord. 1632, Eff. 01/14/88)

Legal Advisor, Role of Finance and Audit Committee.
The Finance and Audit Committee shall be responsible for setting the priority of projects to

be carried out by the Legal Advisor to the Legislature. Requests by individual Legislators not made to the Finance and Audit Committee shall be subject to the approval of the chairman of the committee. Said request shall be considered and acted upon by the committee at its next regular meeting. The Legal Advisor to the Legislature shall make day-to-day reports to the chairman of the Finance and Audit Committee. (Ord. 1632, Eff. 01/14/88)

Legal Advisor, Compensation.
The compensation of the Legal Advisor to the Legislature shall be determined by the Legislature on a year-to-year basis, and may include an allowance for expenses. (Ord. 1632, Eff. 01/14/88)

Legal Opinion, Procedure to Request.
When a legislator desires a written legal opinion from the Legal Advisor for the Legislature, the following procedure applies. (Ord. 1641, Eff. 02/23/88)

Request to Finance and Audit Committee.
A legislator desiring a written legal opinion shall submit a request to the Finance and Audit Committee in writing. (Ord. 1641, Eff. 02/23/88)

Scope of Request.
The request for a written legal opinion shall detail the specific scope of the opinion requested. (Ord. 1641, Eff. 02/23/88)

Discussion of Requests.
The Finance and Audit Committee Chair shall call a meeting of the Finance and Audit Committee as necessary to discuss the opinion requests which have been submitted. (Ord. 1641, Eff. 02/23/88)

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Lobbyist to the Legislature.

Lobbyist, Generally.
There is hereby established the position of lobbyist to the Legislature. Subject to budgetary limitations, the Legislature may from year-to-year establish one or more assistant lobbyist positions. In the event the Legislature does so one lobbyist shall be designated the "chief lobbyist" and all others shall be designated "assistant lobbyist". (Ord. 1634, Eff. 01/14/88)

Lobbyist, Qualifications.
The lobbyist to the Legislature shall have experience or educational background in governmental affairs. Any assistant lobbyists shall also have experience in governmental affairs. (Ord. 1634, Eff. 01/14/88)

Lobbyist, Duties.
The duties of the lobbyist to the Legislature may include, but shall not be limited to:

a. Provision of lobbying advice to the County legislature and the committee thereof and appearance upon request of the Legislature's Intergovernmental Affairs Committee; and

b. Supervision of any assistance lobbyists; and

c. Such other duties as may be assigned by the Inter-governmental Affairs Committee. (Ord. 1634, Eff. 01/14/88)

Assistant Lobbyist, Duties.
The duties of any assistant lobbyists shall be those assigned by the chief lobbyist. (Ord. 16234, Eff. 01/14/88)

Lobbyist, Role of Intergovernmental Affairs Committee.
The lobbyist and any assistant lobbyists to the Legislature shall be appointed by the Legislature and shall serve under the direction and oversight of the Intergovernmental Affairs Committee, and shall report directly to its Chairman. The Chairman of the Legislature's Intergovernmental Affairs Committee is authorized to enter into employment agreements with the lobbyist and any authorized assistant lobbyists. During the term of any employment agreement, any lobbyist may only be removed by an affirmative vote of two-thirds of the members of the Legislature. The lobbyist shall serve a year-round basis. (Ord. 1634, Eff. 01/14/88)

Lobbyist, Setting of Priorities.
The Intergovernmental Affairs Committee shall be responsible for setting the priority of projects to be carried out by the lobbying. Requests by individual Legislators not made to the Intergovernmental Affairs Committee shall be subject to the approval of the chairman of the committee. Said request shall be considered and acted upon by the committee at its next regular meeting. (Ord. 1634, Eff. 01/14/88)

Lobbyist, Legislative Package.
The Legislative Lobbyist shall work with the Chairman of the Intergovernmental Affairs Committee and the Legislature in comprising a legislative package for each upcoming session of the Missouri general Assembly. The lobbyist shall lobby for or against any legislative action that may be a priority for the County, and coordinate with any lobbyist who may be appointed by the County Executive. (Ord. 1634, Eff. 01/14/88)

Lobbyist, Liaison Duties.
The Legislative Lobbyist will act as a liaison with the various governmental units of the state and county including all cities and municipalities located within Jackson County. (Ord. 1634, Eff. 01/14/88)

Lobbyist, Monitor General Assembly Hearings.
The Legislative Lobbyist shall monitor all interim committee hearings of the State Senate and House relating to proposed legislation during recess periods. (Ord. 1634, Eff. 01/14/88)

Lobbyist, Compensation.
The compensation of any lobbyist shall be determined by the Legislature on a year-to-year

basis, and may include an allowance for expenses. Any claim for expenses by any lobbyist must be approved by the Chairman of the Intergovernmental Affairs Committee prior to payment. (Ord. 1634, Eff. 01/14/88)

RESERVED

Financial Advisor to Legislature.

Financial Advisor, Generally.
There is hereby established the position of Financial Advisor to the Legislature. (Ord. 1633, Eff. 01/14/88)

Financial Advisor, Qualifications.
The Financial Advisor to the Legislature shall be a Certified Public Accountant and shall have experience or educational background in governmental finance. (Ord. 1633, Eff. 01/14/88)

Financial Advisor, Duties.
The duties of the Financial Advisor to the Legislature may include, but shall not be limited to:

a. Provision of financial advice to the County Legislature and the committees thereof and appearance upon request of the Legislature's Finance and Audit Committee; and

b. Such other duties as may be assigned by the Finance and Audit Committee of the Legislature. (Ord. 1633, Eff. 01/14/88)

Financial Advisor, Appointment.
The Financial Advisor to the Legislature shall be appointed by the Legislature and shall serve under the direction and oversight of the Finance and Audit Committee. The Chairman of the Legislature's Finance and Audit Committee is authorized to enter into an employment agreement with the Financial Advisor. During the term of any employment agreement, the Financial Advisor may only be removed by an affirmative vote of two-thirds of the members of the Legislature. (Ord. 1633, Eff. 01/14/88)

Financial Advisor, Role of Finance and Audit Committee.
The Finance and Audit Committee shall be responsible for setting the priority of projects to be carried out by the Financial Advisor to the Legislature. Requests by individual Legislators not made to the Finance and Audit Committee shall be subject to the approval of the committee. Said request shall be considered and acted upon by the committee at its next regular meeting. (Ord. 1633, Eff. 01/14/88)

Financial Advisor, Compensation.
The compensation of the Financial Advisor shall be determined by the Legislature on a year-to-year basis, and may include an allowance for expenses. The Financial Advisor shall submit a monthly statement to the Chairman of the Finance and Audit Committee and payments, including any payment for expenses, shall be authorized by the Chairman. (Ord. 1633, Eff. 01/14/88)

Schedule I

NON-MERIT CLASSIFICATION TITLE	GRADE	2022 MINIMUM SALARY	2022 MAXIMUM SALARY
COUNTY LEGISLATURE			
Legislature as a Whole			
Legislative Aide	N/A	Open	Open
County Auditor			
Secretary to Auditor	160	$40,398.00	$62,617.00
Compliance Review Officer	200	$47,992.00	$74,388.00
Chief Compliance Review Officer	230	$54,611.00	$84,647.00
Chief Deputy Auditor	260	$62,142.00	$96,320.00
County Auditor	370	$106,098.00	$180,367.00
County Clerk			
Administrative Assistant II	140	$37,064.00	$57,449.00
Legislative Secretary	150	$38,695.00	$59,977.00
Deputy Clerk of the Legislature	300	$73,822.00	$114,424.00
Clerk of the County Legislature	350	$91,556.00	$141,912.00
COUNTY EXECUTIVE			
Executive Assistant	170	$42,176.00	$65,373.00
Asst. to County Executive/Office	210	$50,104.00	$77,661.00
Chief (County Executive)	370	$106,098.00	$180,367.00
County Administrator	999	$175,000.00	$300,000.00
All County Departments			
Executive Assistant	170	$42,176.00	$65,373.00
Deputy Department Director	300	$73,822.00	$114,424.00
Department Director	350	$91,556.00	$141,912.00
Director of Public Works	360	$95,584.00	$162,493.00
OHRCC			
Administrative Assistant II	140	$37,064.00	$57,449.00
Director of OHRCC	210	$50,104.00	$77,661.00
County Counselor			
Secretary. to County Counselor	160	$40,398.00	$62,617.00
County Counselor, Assistant	250	$59,523.00	$92,261.00
County Counselor, Senior	280	$67,731.00	$104,983.00
County Counselor, Deputy	300	$73,822.00	$114,424.00
Chief Deputy County Counselor	360	$95,584.00	$162,493.00
County Counselor	370	$106,098.00	$180,367.00

NON-MERIT CLASSIFICATION TITLE			GRADE	2022 MINIMUM SALARY	2022 MAXIMUM SALARY
	Municipal Court				
		Municipal Court Administrator	220	$52,309.00	$81,079.00
	Public Administrator				
		Secretary to Public Administrator	160	$40,398.00	$62,617.00
		Chief Deputy Public Administrator	260	$62,142.00	$96,320.00
		Public Administrator	350	$91,556.00	$141,912.00
	Medical Examiner				
		Secretary to Medical Examiner	160	$40,398.00	$62,617.00
		Investigator I	220	$52,309.00	$81,079.00
		Investigator II	240	$57,014.00	$88,372.00
		Chief Investigator	290	$70,711.00	$109,602.00
		Forensic Fellow	310	$77,070.00	$119,459.00
		Deputy Medical Examiner	999	$200,000.00	$260,000.00
		Chief Deputy Medical Examiner	999	$210,000.00	$270,000.00
		Chief Medical Examiner	999	$230,000.00	$325,000.00
PROSECUTING ATTORNEY					
		Executive Assistant	170	$42,176.00	$65,373.00
		Deputy Director COMBAT	300	$73,822.00	$114,424.00
		Director (Prosecutor Attorney)	340	$87,697.00	$135,930.00
		COMBAT Director	350	$91,556.00	$141,912.00
		Division Chief (Prosecuting	350	$91,556.00	$141,912.00
		Program Administrator	350	$91,556.00	$141,912.00
		Chief of Operations (Prosecuting	360	$95,584.00	$162,493.00
		Prosecuting Attorney, Deputy	360	$95,584.00	$162,493.00
	Drug Task Force				
		Narcotics Investigative Specialist	180	$44,032.00	$68,250.00
		Office Administrator	210	$50,104.00	$77,661.00
		Officer in Charge	270	$64,876.00	$100,558.00
SHERIFF					
		Executive Assistant	170	$42,176.00	$65,373.00
		Deputy Director of Administration	300	$73,822.00	$114,424.00
		Deputy Corrections Center	300	$73,822.00	$114,424.00
		Correctional Center Director	350	$91,556.00	$141,912.00
		Major	360	$95,584.00	$162,493.00

(Ord. 4206, Eff. 04/27/10; Ord. 4253a, Eff. 10/5/10; Ord. 4287a, Eff. 1/1/11; Ord. 4339s, Eff. 09/27/11; Ord. 4606, Eff. 02/17/14; Ord. 4710, Eff. 12/15/14; Ord. 4910, Eff. 10/24/16, 5144, Eff.09/10/2018, Ord.5250, Eff. 8/20/19, Ord. 5268 Eff. 10/1/19, Ord.5373, Eff. 7/24/20, Ord. 4253a, Eff. 10/05/10; Ord. 4710, Eff. 12/15/14; Ord. 4750, Eff. 07/06/15; Ord. 5037, County Executive vetoed on November 3, 2017, Legislature overrode veto on November 6, 2017, Ord. 4253a, Eff. 10/5/10; Ord. 4323, Eff. 7/11/11; Ord.4674, Eff. 10/13/14; Ord. 4714, Eff. 1/26/15; Ord. 4756, Eff. 07/20/15; Ord. 4790, Eff. 10/19/15; Ord. 4840, Eff. 04/25/16; Ord. 4899, Eff. 09/26/16; Ord. 4924, Eff. 10/31/16; Ord 5094, Eff. 5/7/18, Ord. 2891, Eff. 02/01/99; Ord, 3353, Eff. 4/4/03; Ord. 3964, Eff. 12/10/07; Ord. 4540, Eff. 6/24/13; Ord. 5028, Eff. 10/10/2017, Ord.5373 Eff. 7/24/20, Ord. 5611, Eff. 4/12/22)