

**RESOLUTION NO. 22-34**

**A RESOLUTION TO ESTABLISH THE POSITION  
OF OFFICE ASSISTANT (FULL-TIME)**

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINSON,  
ALABAMA** while in regular session on Nov. 3, 2022, at 7:00 p.m. as follows:

1. The employment position of Office Assistant (Full-Time) is hereby established.

2. This is a full-time position. The Office Assistant (Full-Time) shall be an at-will employee of the City of Pinson, not a municipal officer, and said employment may be terminated at any time.

3. The Mayor is authorized and directed to employ an individual to fill the position of Office Assistant (Full-Time). The job description for this position is attached hereto as Attachment A to this Resolution.

4. The Office Assistant (Full-Time) shall directly report to the City Clerk, and ultimately to the Mayor, who supervises and controls the affairs of the City pursuant to state law. The Mayor and City Clerk shall supervise the activities of the Office Assistant (Full-Time), and the Mayor make all employment decisions relating thereto.

**ADOPTED** this the 3<sup>rd</sup> day of November, 2022.

  
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JOE COCHRAN, MAYOR

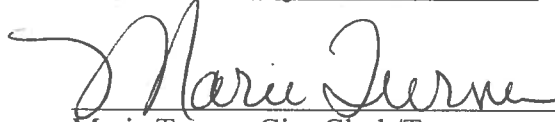
ATTEST:   
\_\_\_\_\_  
MARIE TURNER, CITY CLERK/TREASURER

**CERTIFICATION OF CITY CLERK/TREASURER**

STATE OF ALABAMA     )  
JEFFERSON COUNTY    )

I, Marie Turner, City Clerk/Treasurer of the City of Pinson, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Pinson, Alabama, on the 3<sup>rd</sup> day of NOV, 2022.

Witness my hand and seal of office this 3<sup>rd</sup> day of November, 2022.

  
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Marie Turner, City Clerk/Treasurer