

**ORDINANCE #69194**  
**Board Bill No. 110**

An ordinance enacted pursuant to Section 56.540, Revised Statutes of Missouri to repeal Ordinance No. 68743 relating to the Office of the Circuit Attorney of the City of St. Louis, allocating the positions established by Section 56.540, R.S.Mo. to classes with grades and a schedule setting minimum and maximum salaries for such grades by repealing Section Two and replacing said Section with provisions of this ordinance, providing that such salaries be paid bi-weekly; providing for payment of overtime wages on an hourly basis at the bi-weekly rate when such overtime is authorized as necessary by the Circuit Attorney and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinance No. 68743 is hereby repealed and, in lieu thereof, the following provisions are enacted.

**SECTION TWO.** The following positions of the Office of the Circuit Attorney of the City of St. Louis, authorized by Section 56.540, R.S.Mo., are hereby allocated to a grade in the following Section with the rates therein established, to wit:

<b>Title</b>	<b>Code</b>	<b>Grade</b>
First Assistant Circuit Attorney	1601	21M
Chief Trial Assistant	1602	20M
Chief Warrant Officer	1603	20M
Chief Misdemeanor Officer	1604	20M
Special Assistant Circuit Attorney I	1605	15P
Special Assistant Circuit Attorney II	1606	17P
Attorney I	2361	15P
Attorney II	2362	17P
Attorney III	2363	18P
Attorney IV	2367	20M
Attorney Manager	2364	20M
Administrative Assistant	1622	14P
Administrative Secretary	1614	14G
Chief Clerk	1617	15P
Chief Investigator	1630	15P
Clerk I	1112	8G
Clerk II	1113	9G
Clerk III	1114	11G
Clerk IV	1115	13G
Computer Operations Manager	1361	15P
Computer Operations Supervisor	1327	13P
Computer Operator I	1323	10G
Computer Operator II	1324	11G
Computer Operator III	1325	12G
Investigator IA	1633	10G
Investigator I	1631	13G
Investigator II	1632	14G
Investigator III	1634	15G
Legal Secretary	1134	11G
Paralegal	2365	12G
Secretary I	1131	9G
Secretary II	1132	10G
Secretary III	1133	11G
Telephone Operator	1161	8G
Typist Clerk I	1121	8G
Typist Clerk II	1122	9G
Victim Services Counselor I	1642	13G
Victim Services Counselor II	1643	14P
Victim Services Supervisor	1644	15P

**OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

The following is hereby adopted as the allocated salary pay schedule for all classification grades of positions in Section Two of this ordinance, beginning with the biweekly pay period starting the effective date of this Ordinance. The following bi-weekly pay schedule for all grades shall become effective with the beginning of the first pay period following effective passage of this ordinance:

GRADE	MINIMUM	MAXIMUM
6	747	1143
7	816	1246
8	889	1359
9	968	1481
10	1055	1616
11	1151	1761
12	1254	1920
13	1320	2124
14	1580	2442
15	1835	2809
16	2111	3229
17	2428	3716
18	2791	4273
19	3212	4913
20	3694	5650
21	3989	6102
22	4308	6589
23	4651	7119

**SECTION THREE.** The Circuit Attorney, in making appointments to the positions authorized by Section 56.540 R.S.Mo., shall make said appointments within the classes and grades set out in Section Two of this ordinance, and to an amount of pay within a grade; provided further that the Circuit Attorney may, in her sole discretion, change the classification, grade and amount paid to a person appointed as she determines to be required. The Circuit Attorney may establish probationary rates of pay for classes of positions established in this pay ordinance. Such probationary rates may be less than the rate paid to a regular employee.

**SECTION FOUR.** The salary for grades of positions shall be paid bi-weekly.

**SECTION FIVE.** The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of pay for the grade applicable to the employee's position. No employee shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the grade to which his/her class has been allocated. Nothing in this section shall be construed as preventing the Circuit Attorney from paying less than the maximum provided in this ordinance.

**SECTION SIX.** (A) Employees occupying positions allocated in Section Two to a grade of 15G or lower, or to a grade of 18P or lower, may be eligible to receive, in addition to the regular salary, pay for overtime hours authorized by the Circuit Attorney. The rate of such overtime pay shall be subject to the requirements of the Fair Labor Standards Act of 1938, as applicable, and shall be allowed on the basis of hours worked and the bi-weekly rate of pay. Compensatory time may be allowed in lieu of overtime pay as provided by law. Employees occupying positions allocated to a management grade designated by the letter "M" following the grade number are ineligible to receive additional compensation for time worked over that ordinarily required.

**SECTION SEVEN.** Emergency Clause. This being an ordinance for the preservation of public peace, health and safety, it is hereby declared to be an emergency measure within the meanings of Sections 19 and 20 of article IV of the Charter of the City of St. Louis and therefore shall become effective immediately upon its passage and approval by the Mayor.

**Approved: July 13, 2012**