

CHAPTER 7

CLERK

SECTION:

- 1-7-1 Clerk Elected
- 1-7-2 Duties
- 1-7-3 Salary

1-7-1: CLERK ELECTED: The Clerk of the City shall be elected as provided by law. *1

1-7-2: DUTIES: The clerk shall perform the duties imposed on him by statute, including but not limited to:

- (A) Keeping the Corporate Seal.
- (B) Keeping all the papers belonging to the Municipality, the custody and control of which are not given to other officers.
- (C) Attending all meetings of the corporate authorities, and keeping a full record of all proceedings. In addition, the Clerk shall perform the following duties set forth in subsections (D) through (I).

In addition, the Clerk shall perform the following duties:

- (D) Attest the mayoral signature on official documents, ordinances and resolutions.
- (E) Countersign drafts and checks with the Mayor.
- (F) File minutes of all corporate proceedings, and all ordinances.
- (G) Publish ordinances and legal notices as required by law or directed by the City Council.
- (H) Perform any duties required by State statute, including necessary election duties not performed by the County Clerk.
- (I) Perform such other duties as might be assigned by the City Council.

1-7-3: SALARY: The City Clerk shall receive a salary of one thousand five hundred dollars (\$1,500.00) per year. (Ord. 84-12, 12-31-84, eff. 5-85)

1. S.H.A. Ch. 24, 3-4-1 and 3-4-2.