

CHAPTER 15

DEPUTY CITY CLERK

SECTION:

- 1-15-1: Office Created
- 1-15-2: Appointed
- 1-15-3: Bond; Hours
- 1-15-4: Powers
- 1-15-5: Duties
- 1-15-6: Salary

1-15-1: **OFFICE CREATED:** There is hereby created the office of Deputy City Clerk. (Ord. 91-03, 3-4-91)

1-15-2: **APPOINTMENT:** The Deputy City Clerk shall be appointed by the City Clerk and shall be removed from office in the same manner. (Ord. 91-11, 6-17-91)

1-15-3: **BOND; HOURS:** The Deputy City Clerk shall file with the City a surety bond in an amount sufficient to fulfill state statutory requirements, the minimum amount being ten thousand dollars (\$10,000). The Office of Deputy Clerk shall be a full time position requiring forty (40) hours per week. (Ord. 91-03, 3-4-91)

1-15-4: **POWERS:** The Deputy City Clerk shall have the power and duty to execute all documents required by any law to be executed by the Clerk and affix the seal of the Clerk thereto whenever required. In signing any documents the Deputy City Clerk shall sign the name of the Clerk followed by the word "by" Deputy City Clerk only and the words "Deputy City Clerk". When duly authorized as herein provided the signature affixed by any such Deputy in the manner herein provided on any document including but not limited to contracts, bonds or any other obligations of this City such documents shall have the same effect as if such document so executed had been signed by the Clerk in person. (Ord. 91-03, 3-4-91)

1-15-5: **DUTIES:** The duties of the Deputy City Clerk shall be to handle the accounts receivable and the billings of the water, sewer and garbage customers of the City. It shall also be the duty of the Deputy City Clerk to act as payroll clerk for the various City departments and to process the payroll and reports as prescribed by the City Council and City Administrator. General correspondence, daily mail distribution and other duties assigned by the City Council or City Administrator will also be duties of the Deputy City Clerk. Such duties are to be conducted in the business office of the City Building. The schedule of the working hours shall be at the direction of the City Administrator with the approval of the City Council. (Ord. 91-03, 3-4-91)
1. S.H.A. Ch. 24, Sec. 3-14-3

1-15-6: **SALARY:** The salary to be paid to the Deputy City Clerk shall be an annual salary established by the City Council and set forth in the annual budget adopted for each fiscal year. (Ord. 91-03, 3-4-91)