

CHAPTER 8

CLERK

SECTION:

- 1-8-1: Appointment
- 1-8-2: Bond
- 1-8-3: Signatures
- 1-8-4: Money Collected
- 1-8-5: Accounts
- 1-8-6: Records
- 1-8-7: Ex Officio Collector
- 1-8-8: Seal
- 1-8-9: Documents
- 1-8-10: Indices
- 1-8-11: Additional Duties
- 1-8-12: Vacancy

1-8-1: APPOINTMENT: The Village clerk shall be appointed by the Mayor and Board of Trustees, voting jointly and shall serve at the pleasure of the Mayor and Board of Trustees. (Ord. 438, 11-19-84, eff. 4-30-85)

1-8-2: BOND: Before entering upon the duties of his office the Village Clerk shall execute a bond in such amount and with such sureties as is provided by statute, conditioned upon the faithful performance of his duties. (M.C. 1949, Sec. 21)

1-8-3: SIGNATURES: The Clerk shall seal attest all contracts of the Village and licenses, permits and such other documents as shall require this formality. (M.C. 1949, Sec. 22)

1-8-4: MONEY COLLECTED: The Clerk shall turn over all money received by him on behalf of the Village to the Village Treasurer promptly upon receipt of the same; and with such money he shall give a statement as to the source thereof. (M.C. 1949, Sec. 23)

1-8-5: ACCOUNTS: The Clerk shall keep the accounts showing all money received by him and the source and disposition thereof; and such other accounts as may be required by Statute or ordinance. (M.C. 1949; Sec. 24)

1-8-6: RECORDS: In addition to the record of ordinances and other records which the Clerk is required by Statute to keep, he shall keep a register of all licenses and permits issued; and the payments thereon; a record showing all of the officers and regular employees of the Village; and such other records as may be required by the Board of Trustees. (M.C. 1949; Sec. 25)

1-8-7: EX OFFICIO COLLECTOR: The Village Clerk shall be Ex Officio Collector and he shall collect all special assessments and special taxes and perform all other duties of the Village Collector, as provided by law. (M.C. 1949; Sec. 26)

- 1-8-8: SEAL: The Clerk shall be the custodian of the Village Seal, and shall fix its impression on documents whenever this is required. (M.C. 1949; Sec. 27)
- 1-8-9: DOCUMENTS: It is hereby expressly declared that all original documents, contracts, correspondence and in fact any and all papers relating to Village business must be kept in the custody of the Village Clerk.
- Whenever the Village Attorney needs any documents, contracts, correspondence and in fact any paper relating to Village business, the Village Clerk shall furnish him with exact duplicates of the same. This shall be done by the Clerk only for the Village Attorney and in no case shall this be undertaken for any other person except for the President of the Board of Trustees and each Village Trustee unless it is authorized by the President and Board of Trustees. (Ord. 284; 4-20-70)
- 1-8-10: INDICES: The Clerk shall keep and maintain a proper index to all documents and records kept by him, so that ready access thereto may be had. (M.D. 1949; Sec. 29)
- 1-8-11: ADDITIONAL DUTIES: In addition to the duties herein provided the Clerk shall perform other duties and functions which may be required by Statute or ordinance. (M.C. 1949; Sec. 30)
- 1-8-12: VACANCY: In case the office of Village Clerk shall become vacant for any reason, the President and Board of Trustees shall appoint a successor as is provided by Statute. (M.C. 1949; Sec. 31)