

## CHAPTER 7

### VILLAGE CLERK

#### SECTION:

- 1-7-1: Appointment
- 1-7-2: Bond
- 1-7-3: Sign Documents; Seal
- 1-7-4: Moneys Collected
- 1-7-5: Accounts and Records
- 1-7-6: Additional Duties

1-7-1:       **APPOINTMENT:**   The Village Clerk shall be appointed by the acting Village President, subject to confirmation by the Board of Trustees. The Village Clerk shall serve no fixed term, but shall serve until a new Village Clerk is appointed, or until otherwise relieved of said office.

1-7-2:       **BOND:**               Before entering upon the duties of his office, the Village Clerk shall execute a bond in the amount determined by the Board, conditioned upon the faithful performance of his duties.

1-7-3:       **SIGN DOCUMENTS; SEAL:**

- A.   The Village Clerk shall seal and attest all contracts of the Village and all licenses and other such documents as shall require this formality.
- B.   The Village Clerk shall be the custodian of the Village Seal, and shall affix its impression on documents whenever this is required.

C.

The Village Clerk shall be the custodian of all documents belonging to the Village under order of the Village President or Board of Trustees.

1-7-4:       **MONEYS COLLECTED:**       The Village Clerk shall turn over all moneys received by him on behalf of the Village to the Village Treasurer, promptly and upon receipt of same; and with the money he shall give a statement as to the source thereof.

1-7-5:       **ACCOUNTS AND RECORDS:**

A.

The Village Clerk shall keep 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.

B.

In addition to the record of ordinances and other records which the Village Clerk is required, by Statute, to keep, he shall keep a register of all licenses and permits issued and the payment thereof; 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.

C.

The Village Clerk shall also keep and maintain a proper index to all documents and records kept by him, so that ready access thereto and use thereof may be had.

1-7-6:       **ADDITIONAL DUTIES:**       In addition to the duties herein provided, the Village Clerk shall perform such other duties and functions as may be required by State Statute or ordinance of the Village.