

ORDINANCE NO. 84-1

AN ORDINANCE ESTABLISHING POSITION OF CITY CLERK/TREASURER OF THE CITY OF PIONEER VILLAGE, BULLITT COUNTY, KENTUCKY, FIXING QUALIFICATIONS, TENURE, AND COMPENSATION.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PIONEER VILLAGE, BULLITT COUNTY, KENTUCKY AS FOLLOWS:

SECTION ONE: DUTIES: The City Clerk/Treasurer shall be responsible for:

1. Establishing City Council Agenda.
2. Maintaining permanent records of City Council Meetings.
3. Maintaining Ordinance Books and executive orders.
4. Collecting all accounts receivable due the City and receipting all bills or charges against the City.
5. Handling routine complaints, correspondence, regular inquiries not involving action by the Council.
6. Assisting in preparation of the annual budget.
7. Receive and receipt all taxes due the City.
8. Completing all clerical work required by the Mayor and/or City Council Members.
9. Filing the required Federal and/or State government forms.
10. Account for all City Revenues.
11. Prepare city payroll and maintain records.
12. Prepare monthly financial reports.
13. Maintain all financial reports in conformity with the adopted budget.

SECTION TWO: QUALIFICATIONS:

The applicant for this position shall have graduated from high school, have two to four years experience in bookkeeping or related fields in clerical work, be over the age of twenty (20) years; and be bondable for insurance purposes.

SECTION THREE: TENURE:

This position shall exist until terminated by appropriate action taken by the City Council.

SECTION FOUR: COMPENSATION:

The rate of compensation for the City Clerk/Treasurer shall be as fixed by the Mayor with the advice and consent of the City Council.

SECTION FIVE: EFFECTIVE DATE:

This Ordinance shall become effective on January 10, 1984.

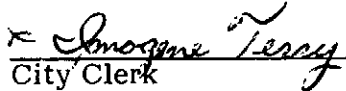
SECTION SIX: All Ordinances or parts of Ordinances in conflict with this Ordinance or any part of this Ordinance are repealed.

SECTION SEVEN: Should any section, clause, line, paragraph, or part of this Ordinance be held unconstitutional or invalid for any reason, the same shall not affect the remainder of this Ordinance.

Passed at a regular meeting of the City Council of the City of Pioneer Village, Bullitt County, Kentucky, on January 2, 1984. Votes for 5, votes against 0, abstentions 0.


James L. Welker, Mayor

ATTEST:


City Clerk