

AN ORDINANCE ESTABLISHING THE POSITION OF CITY CLERK  
FOR THE CITY OF SMITHS GROVE  
83-1.210.1

WHEREAS, KRS Chapter 83A requires the establishment of the office of city clerk and outlines the minimum duties and responsibilities; and

WHEREAS, KRS 83A.080 requires all nonelected city offices to be created by ordinance and specifies the contents of the ordinance.

NOW, THEREFORE, be it ordained by the City of Smiths Grove:

Section 1. That there is hereby established the office of city clerk.

Section 2. That the office shall be filled by the city commission. The clerk may be removed by the city commission at will unless otherwise provided by statute.

Section 3. That the duties and responsibilities of the office shall be:

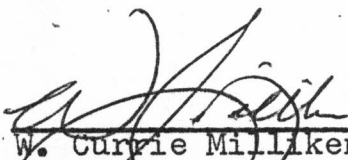
- A. The maintenance and safekeeping of all permanent records pursuant to KRS 83A.060:
- B. The performance of the duties required of the "official custodian" or "custodian" pursuant to KRS 61.870-61.882 (Open Records Law);
- C. The possession and administration of the seal of the city, if used;
- D. The true and complete recording of all proceedings of the city commission, and
- E. The performance of all duties and responsibilities required of the city clerk by statute or ordinance.

Section 4. That the city clerk shall take an oath of office before the city commission prior to assuming his/her office.

Section 5. That the city clerk shall before entering upon the duties of his/her office execute a bond to the city in such penal sum as set and approved by the city commission.

Section 6. That the compensation of the city clerk shall be set by proper resolution of the city commission from time to time.


Section 7. That this ordinance shall become effective upon passage, approval, and publication as required by law.

  
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W. Currie Milliken, Mayor

First reading: MAR 28, 1983

Second reading: April 25, 1983

ATTEST:

  
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Dorothy J. Neal, City Clerk