

CHAPTER 2

ARTICLE 8

TOWN CLERK

Section 2-8-1	Appointment
Section 2-8-2	Oath and Bond
Section 2-8-3	Duties

CHAPTER 2
ARTICLE 8
TOWN CLERK

2-8-1 Appointment

The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified person as Town Clerk. In case a vacancy should occur in the office of Clerk, the Board shall appoint a Clerk for the unexpired term.

2-8-2 Oath and Bond

Before entering upon the duties of the office, the Town Clerk shall take an oath or affirmation of office, and furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000), conditioned upon the faithful discharge of his or her duties as Town Clerk. In the event the Town Clerk shall occupy more than one office, both of which must be bonded, one bond shall be sufficient for both.

2-8-3 Duties

The Town Clerk shall perform the following duties:

- (a) He shall be the Clerk of the Board and shall attend all meetings of the Board and shall keep a permanent journal of its proceedings.
- (b) He shall be the custodian and archivist of all the Town's records and such records shall be open at all reasonable times for inspection by electors of the Town.
- (c) He shall certify by his signature all Ordinances and Resolutions enacted or passed by the Board.
- (d) He shall be the Town Treasurer, keeping all records pertaining to same and shall countersign all checks drawn on the Town Treasury.
- (e) He shall be custodian of all bonds of all officers or employees of the Town.
- (f) He shall be the Clerk of the Municipal Court and shall attend all Court proceedings and shall keep a record of same and shall carry out the process of the Municipal Judge.

- (g) He shall serve as the Municipal Clerk, keeping all records and carrying out the process prescribed by Colorado Statutes under the Municipal Election Code.
- (h) He shall be the official bookkeeper of the Town of Grand Lake. He shall keep all revenues and expenditures in a system prescribed by the Board of Trustees. He shall prepare a monthly financial statement. He shall prepare a budget for the Town each year.
- (i) He shall be a Notary Public by the State of Colorado.
- (j) He shall serve as a Deputy County Clerk and carry out the process of the County Clerk.
- (k) He shall be the Town's Water and Police Clerk, keeping all records and billings of water charges.
- (l) He shall perform such other duties as may be prescribed for him by law or by order of the Mayor of the Board of Trustees.