

CHAPTER 3
VILLAGE CLERK

- 1-3-1: Election, Term. The Village Clerk shall be appointed by the President with the advice and consent of the Board of Trustees. He shall serve for one year.
- 1-3-2: Bond. Before entering upon his duties of office, the Village Clerk shall execute a bond in such amount as may be required by the Board, conditioned upon the faithful performance of his duties.
- 1-3-3: Signatures. The Village Clerk shall seal and attest all contracts of the Village and all licenses, permits, and such other documents as shall require this formality.
- 1-3-4: 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 same; and with such money he shall give a statement as to the source thereof.
- 1-3-5: Warrant. The Village Clerk shall, upon the allowance of any account or claim by the Village Board, sign a warrant therefor upon the Village Treasury payable to the order of the claimant, which warrant, when signed by the President and by the Clerk, shall be paid by the Village Treasurer. He shall keep in a suitable book an accurate list of all warrants drawn on the treasury, stating the date, number and amount thereof and name of the person in whose favor drawn.
- 1-3-6: 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 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.
- 1-3-7: Seal. The Clerk shall be the custodian of the Village seal and shall affix its impression on documents whenever this is required.
- 1-3-8: Documents. The Clerk shall be the custodian of all documents belonging to the Village which are not assigned to the custody of some other officer.
- 1-3-9: Indices. The Clerk shall 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.
- 1-3-10: Ex-Officio Collector; Appointment as Collector. The Clerk shall act as and perform all the duties of collector unless and until a separate collector is appointed, but the Village Clerk shall receive no additional compensation for such service as ex-officio collector. The Village President may (but shall not be required to), with the advice and consent of

the Board of Trustees, appoint the Village Clerk as Village Collector. In such event, the Village Clerk shall serve in the position of the Village Collector at the pleasure of the Village President, and for such additional services, the Village Clerk shall receive such compensation as provided for the Village Collector from time to time by the Board of Trustees in the Annual Appropriation Ordinance or in another separate ordinance. [1993 AMENDMENT]

- 1-3-11: Additional Duties. In addition to the duties herein provided the Clerk shall perform such other duties and functions as may be required by statute or ordinance.
- 1-3-12: Vacancies. In case the office of Village Clerk shall become vacant for any reason, nominations to fill the vacancy may be made by either the President or the Board of Trustees or both and shall assume office upon a majority vote.
- 1-3-13: Deputy Clerk. There is hereby created the office of Deputy Clerk. The Village Clerk is authorized to appoint a Deputy Clerk who shall have the power and duty to execute all documents required by any law or ordinance to be executed by the Clerk, and affix the seal of the Village thereto whenever required.

When signing any documents the Deputy Clerk shall sign the name of the Village Clerk followed by the word "By" and the Deputy Clerk's own name and the words "Deputy Clerk".

The powers and duties herein described shall be exercised by such Deputy Clerk only in the absence of the Village Clerk from his office in the Village Hall, and only when either written direction has been given by the Village Clerk to exercise such power, or the Board of Trustees has determined by resolution that the Village Clerk is temporarily or permanently incapacitated to perform such function.

Such Deputy Clerk shall have the authority and power herein described, and such further power and authority as may be provided by statute.

- 1-3-14: Compensation of Village Clerk. Effective September 15, 2008, and until this Section is amended or repealed, the compensation of the Village Clerk shall be One Hundred Fifty Dollars (\$150.00) per month. [SEPTEMBER, 2008 AMENDMENT]