

AN ORDINANCE ESTABLISHING THE POSITION OF CITY CLERK/TREASURER AND DEPUTY CITY CLERK/TREASURER FOR THE CITY OF HUNTERS HOLLOW, BULLITT COUNTY, KENTUCKY, FIXING THEIR QUALIFICATIONS, TENURE, AND COMPENSATION.

Be it ordained by the Board of ^{Commissioners} Trustees of the City of Hunters Hollow, Bullitt County, Kentucky, as follows:

SECTION ONE: Duties: The City Clerk/Treasurer and Deputy City Clerk/Treasurer, shall be responsible for:

1. Establishing Board of ^{Commissioners} Trustees agenda.
2. Maintaining permanent records of Board of ^{Commissioners} Trustees Meetings.
3. Maintaining Ordinance Books and executive orders.
4. Collecting all accounts receivable by the City and receiving all bills or charges against the City.
5. Handling routine complaints, correspondence, regular inquiries not involving action by the Board of ^{Commissioners} Trustees.
6. Assisting in preparing the annual budget.
7. Receive and receipt all taxes due the City. ^{Mayor}
8. Completing all clerical work required by the ^{Commissioners} Chairman and/or Board of Trustees Members.
9. Filing 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 to the adoptive budget.

SECTION TWO: Qualifications:

The applicant for these positions shall have graduated from high school, be over the age of twenty (20) years; and be bondable for insurance purposes.

SECTION THREE: Tenure: This position shall exist until the first Monday in January, 1984 or until a successor is duly appointed and qualified.

SECTION FOUR: Compensation: The rate of compensation for the City Clerk/Treasurer shall be \$ None per month.

The rate of compensation for the Deputy City Clerk/Treasurer shall be \$ None per hour.

SECTION FIVE: Effective Date:

This Ordinance shall become effective upon first reading, approval, and publication.

SECTION SIX: All ordinances or parts of ordinances in conflict with this Ordinance or any part of this Ordinance are repealed.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 Board of ^{Commissioners} ~~Trustees~~ of
the City of Hunters Hollow, Bullitt County, Kentucky, on
April 20, 1982. Votes for 3, votes against 0,
abstentions 0.

Troy Beasley
Chairman
Mayor

ATTEST:

Barbara Beasley
City Clerk