

The duties of the city clerk include the following:

Preparation and maintenance of records.

- a. Custodian and recorder of all official city records, including but not limited to minutes, ordinances, resolutions, contracts, leases, franchises, bonds and correspondence; and
- b. Prepares agendas for city meetings; distributes all pertinent information and mail to the mayor, city commission, department, boards and commissions; prepares legal advertisements and all notifications in accordance with provisions of ordinances in all public hearings; notifies all concerned of actions by the city commission.

Financial responsibilities.

Custodian of and responsible for the preparation, maintenance and distribution of financial records of the city as required.

Elections.

If authorized by the county supervisor of elections, registers residents to vote; supervises all city elections.

Miscellaneous.

1. Acts as custodian of the city seal;
2. Authenticates documents of the city;
3. Attests all bonds and contracts on behalf of the city;
4. Administers oaths as required or authorized;
5. Maintains records as required by the city treasurer or auditor;
6. Handles or directs all telephone calls; and
7. Assists residents with inquiries.