

**ARTICLE 122**  
**Clerk**

**122.01 Established**  
**122.03 Duties**

**122.02 Personnel**  
**122.04 Compensation**

**122.01 ESTABLISHED**

The Town of Belle, West Virginia is a legally constituted municipal corporation and the welfare of the citizens and residents of the Town require the essential and special municipal service of a Clerk. (Ord. 2015-6, Passed 8/18/2015)

**122.02 PERSONNEL**

The Mayor shall suggest and Council shall approve the hiring of the position of Clerk(s) to provide necessary services for the residents of the Town. (Ord. 2015-6, Passed 8/18/2015)

**122.03 DUTIES**

These duties shall include, but are not limited to, the following:

- a) Reconciles accounts payable and receivable for the Town of Belle and the Belle Sanitary Board
- b) Prepares payroll, makes contributions to the employees' pension plans, and serves as the Human Resource liaison for the employees' insurance and pension plans
- c) Works in conjunction with duties of Town Recorder
- d) Attends Mayor's Court, maintains docket booklet and processes tickets
- e) Prepares legal documents concerning delinquent fees
- f) Serves as a notary for the municipality
- g) Prepares, mails, and posts notifications of upcoming meetings, events, and other information concerning town government
- h) Plans and directs the maintenance, filing, storage, and computerization of all municipal documents
- i) Maintains and updates documents such as city codes and ordinances
- j) Issues licenses and permits
- k) Takes the official council minutes if the Recorder is absent
- l) Attends council meetings at the request of the Mayor and/or Council Members
- m) Acts as the custodian of the official Town Seal
- n) Performs other clerical duties as may be directed by the Mayor and/or Town Council Members (Ord. 2015-6, Passed 8/18/2015)

**122.04 COMPENSATION**

The Clerk shall receive as compensation an amount as may be set or authorized by Council. (Ord. 2015-6, Passed 8/18/2015)