

CHAPTER 31: OFFICERS AND EMPLOYEES

Section

- 31.01 Clerk
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- 31.03 Tax Collector
- 31.04 Other officers and employees

§ 31.01 CLERK.

The Board shall appoint a Clerk. It shall be the duty of the Clerk to:

- (A) Act as secretary to the Board;
- (B) Keep a true record of all the proceedings of the Board;
- (C) Keep the original of all ordinances in a book especially provided for that purpose;
- (D) Act as custodian for all the books, papers, records, and journals of the Board;
- (E) Perform other duties as may be required by law or by the Board;
- (F) Perform the duties of the Town Treasurer; and
- (G) Perform the duties of the Finance Officer, as set forth in G.S. § 159-25.

(`92 Code, § 21.01)

Statutory reference:

Duties of the Clerk specified, see G.S. § 160A-171

Minutes to be kept, see G.S. § 160A-72

§ 31.02 TOWN ATTORNEY.

The Board shall appoint a Town Attorney whose duties shall be to:

(A) Prosecute or defend any and all suits or actions at law or equity to which the town may be a party, or in which it may be interested, or which may be brought against, or by, any officer of the town, or in the capacity of the person as an officer of the town;

(B) See to the full enforcement of all judgments or decrees rendered or entered in favor of the town;

(C) See to the completion of all special assessment proceedings and condemnation proceedings;

(D) Draft or review any contract, lease, or other document or instrument to which the town may be a party, and approve all ordinances and resolutions of the Board as to form;

(E) At the request of the Board, draft ordinances covering any subjects within the power of the town;

(F) Attend meetings of the Board on request; and

(G) Perform any other duties required of the attorney by G.S. § 160A-173 and other laws and ordinances.

(`92 Code, § 21.02)

Statutory reference:

Duties of the Town Attorney, see G.S. § 160A-173

§ 31.03 TAX COLLECTOR.

The Board shall provide for the appointment of a Tax Collector, whose duties shall be to:

(A) Collect all taxes and assessments due to the town;

(B) Make an accounting to the Finance Officer at the end of each month;

(C) Pay over to the Finance Officer such money as is collected for the account of each separate fund according to the tax levy;

(D) Deliver a list of all unpaid taxes with the reason therefor as ascertainable to the Board of Aldermen;

(E) Supply the Mayor and Board with any information as they may require relative to the performance of his duties;

(F) Make periodic reports to the Board listing therein all funds collected;

(G) Perform other duties required by law, or as the Board may direct.

(`92 Code, § 21.03)

Cross-reference:

Clerk performs duties of Finance Officer, see § 31.01(G)

Statutory reference:

Duties of Tax Collector, see G.S. §§ 105-349 and 105-350

§ 31.04 OTHER OFFICERS AND EMPLOYEES.

Such other officers and employees as are deemed necessary shall be appointed by the Board at the first meeting after each election. All officers and employees shall serve at the pleasure of the Board and receive such compensation as from time to time may be prescribed by the Board.

(`92 Code, § 21.04)

