

DUNKIRK CITY CHARTER - ARTICLE X

ARTICLE X City Clerk

§ 10.00. City Clerk.

The City Clerk shall be appointed by the Mayor with the consent of the Common Council and shall serve at the pleasure of the Mayor. The City Clerk shall be the Clerk of the Common Council and the Registrar of Vital Statistics.

§ 10.01. Additional Powers and Duties.

The additional powers and duties of the City Clerk shall include:

- (a) Having custody of all City records and official seal of the City;
- (b) Appointment of a Deputy City Clerk who shall also serve as Deputy Registrar of Vital Statistics;
- (c) Countersigning contracts, deeds, leases, permits, franchises, licenses and any other written instruments authorized by the Common Council or by law;
- (d) Receipt and collection of all fees, charges and monies from the granting of licenses, permits and other fees services rendered by the Office of the City Clerk; after allocating fees as may be required by law, all monies so received shall be delivered to the City Treasurer for deposit;
- (e) Upon receipt from Common Council the City Clerk shall forthwith deliver to the Mayor all local laws, ordinances and resolutions adopted by the Common Council;
- (f) Attendance at Common Council meetings;
- (g) Subject to the Civil Service Law, Rules and Regulations, the City Clerk shall appoint all officers and employees of the Department to fill such positions within the Department as authorized by the Common Council; the City Clerk may also suspend and remove all employees subject to the Civil Service Law, Rules and Regulations;
- (h) Performance of such other similar and related duties as may be assigned by the Mayor, the Common Council or by law.