

trol, of any of the duties required of him by this Article, whether expressed to be personal to himself or not, excepting only such duties as pertain to his character as a member of the Board of Estimates or of the Board of Awards. In case any vacancy shall occur in the office of the City Solicitor, whether by death, resignation, or otherwise, the Deputy City Solicitor shall perform all the duties appertaining to said office until the appointment and qualification of the new City Solicitor. In addition to such other duties as the City Solicitor may assign to him, one of the Assistant City Solicitors shall have charge, subject to the direction and control of the City Solicitor of the examination of all titles on behalf of the city, and in doing such work shall be aided by such persons as the City Solicitor shall employ for the purpose out of the funds appropriated by the annual Ordinance of Estimates to his department for general expenses.

To fill vacancies.

65. The City Solicitor is authorized to employ, in addition to the assistants to one of the Assistant City Solicitors mentioned in Section 62 of this Article at a total cost not exceeding thirty-five hundred dollars per annum, a clerk, stenographer and typewriter, and such other assistants as he may require, who shall at all times be subject to his orders. The said clerk shall, subject to the direction of the City Solicitor, have charge and custody of the office and papers of the Law Department, which shall be arranged and indexed by him in such convenient and orderly manner as to be at all times readily assessible. He shall also keep in said office a complete docket and duplicate pleadings of all suits, actions or proceedings in which the city, or any department or official thereof is interested, pending in any court or tribunal, upon which docket such appropriate entries shall be made as to show at all times the condition of each one of such cases. He shall also keep and record in a book to be provided for that purpose the original or duplicate copies of all written opinions furnished by the Law Department to the city, or to any department or official thereof, and also of all abstracts of title furnished to the city by the Law Department. He shall also procure as far as possible, all legal opinions and abstracts of title which have heretofore been furnished to the city, or any department or official thereof, and shall file and arrange such opinions and abstracts in such manner and order as to be at all times readily accessible and shall make and preserve an index thereof. He shall also procure all law books heretofore purchased by the city and in the possession of any law officer or ex-law officer of the city, and arrange them in a proper book case.

Employment of clerk, stenographer, etc.

Duties of clerk

Legal opinions and abstracts of title to be filed.