

202. The County Commissioners of Wicomico County shall on or before the first day of July, 1937, appoint a Clerk to the County Commissioners of said County, and, unless sooner removed for cause, he shall hold his office until January 1, 1929, and thereafter the said County Commissioners of Wicomico County shall on or before the thirty-first day of December, 1928, and every two years thereafter, appoint such Clerk, and, unless sooner removed for cause, he shall hold his office for two years from the first day of January next succeeding his appointment, and shall receive an annual salary not to exceed Fifteen Hundred Dollars, payable monthly by Wicomico County. The said official shall perform all his duties and services now required by law or which may hereafter be required of him by law, or which may hereafter be required of him by any order of the County Commissioners. He shall make full, complete and accurate minutes of all transactions and proceedings of the Board of County Commissioners and of all orders passed by said board, and record the same in suitable and durably bound volumes with index to facilitate reference to all such transactions, proceedings and orders; he shall endorse, file, number and index all papers presented to the said board and acted upon by the same, and so arrange, keep and preserve them that by reference to such index and number such papers may at any time and all times be readily found; he shall each year immediately upon and after the annual assessment and levy make out the assessment and levy book for each district in the County, which shall set forth the name of each taxpayer in said district and alphabetically for each district the aggregate amount of property, both real and personal assessed to each person or persons, or corporation, for each district, and the amount of State and County taxes due by each, together with the rate of State and County tax opposite each taxpayer's name. He shall keep all necessary, suitable and appropriate books of accounts and therein enter in a clear, accurate and business-like manner all the financial transactions of the County, and particularly showing from day to day, and at all times the amount of County moneys, securities and property in the hands of the County Treasurer or any other fiduciary officer of the County, the amount of taxes placed in the hands of the Treasurer and not accounted for by him; the amount of each and every appropriation made by the Board in the form of a separate account for each appropriation, and of each and every warrant drawn by the Board thereon, with the name of the person to whom such warrant was drawn, the number, date and amount thereof, and also of its payment by the Treasurer or any other financial agent of the County on whom drawn, as soon as such payment shall have been reported unto the Board, and he shall in all respects