

payer] of the City not less than twenty-five years of age as City Clerk.

310. THE MAYOR, BY AND WITH THE ADVICE AND CONSENT OF THE CITY COUNCIL, SHALL APPOINT A RESIDENT AND LEGAL VOTER OF THE CITY NOT LESS THAN 25 YEARS OF AGE AS CITY CLERK. THE TERM OF OFFICE OF CITY CLERK SHALL BEGIN AS OF THE DAY OF APPOINTMENT AND SUCH OFFICE SHALL BE HELD BY THE APPOINTEE UNTIL REMOVAL FROM OFFICE UPON CHARGES BROUGHT BY THE MAYOR AND THE CITY COUNCIL AFTER A TWO-THIRDS VOTE, RESIGNATION OR DEATH, AND THE MAYOR, BY AND WITH THE ADVICE AND CONSENT OF THE CITY COUNCIL, SHALL FILL SUCH VACANCY SO CAUSED.

312. The Clerk shall be Ex-Officio Clerk to the Mayor and City Council and shall perform all the duties that are required under the Charter and ordinances of the city, *or under the order of the Mayor and City Council*, including the duties of Officer of Registration, as hereinbefore provided. He shall attend all meetings of the City Council, take and preserve accurate minutes of the proceedings thereof and keep a permanent record of the same. He shall keep an accurate itemized account of all receipts and disbursements of funds and an inventory of all City property. As often as he is called upon to do so, he shall make a statement of the financial condition of the City to the Mayor and City Council. *The Mayor and City Council shall provide suitable office space and facilities for the said Clerk, and he shall attend to the duties of his office during such hours and days as shall be prescribed by the Mayor and City Council from time to time.*

313. The City Clerk shall make all transfers and abatements on the Assessment Books of the City when authorized to do so by the Mayor and City Council, or when notified by the Clerk of the County Commissioners. He shall annually assess all new property or assessable property not before assessed and charge the same on the assessment books to the respective owners when so directed either by the Mayor and City Council or the County Commissioners. The Clerk shall cause to be published by advertisement in two newspapers, if so many be published in said city, or by handbills, all ordinances passed for the police regulations of the City and such other ordinances as the Mayor and City Council may direct to be published; he shall enter into a book kept for that purpose all ordinances passed by the City Council and said book,