

TOWN OF GRANITE FALLS

ORDINANCE NO. 398

AN ORDINANCE OF THE TOWN OF GRANITE FALLS CREATING THE OFFICE OF ASSISTANT CLERK/TREASURER AND DIRECTING BY TOWN COUNCIL, THE DUTIES, WORK PERIOD AND WAGE THEREOF.

THE TOWN COUNCIL OF GRANITE FALLS, WASHINGTON, DOES HEREBY ORDAIN:

Section 1. There is hereby created and established the Office of Assistant Clerk/Treasurer.

Section 2. The work period shall be 100 hours per month, scheduled as follows: The first eight (8) working days of the month, Fridays, and the last two (2) working days of the month. Said schedule shall be subject to change at direction of Town Council.

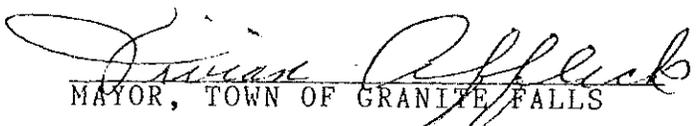
Section 3. The rate of pay shall be \$700.00 per month. Said rate shall be subject to change at direction of Town Council.

Section 4. The duties of the Assistant Clerk/Treasurer shall be as follows:

- a. Receive and safely keep and deposit all money which comes into the Town of Granite Falls and execute receipt for same.
- b. Invests excess or inactive funds in a qualified public depository approved by the Washington Public Deposit Protection Commission.
- c. Pays all warrants in the order of their number and date of issue whenever there are sufficient funds in the treasury applicable to the payment.
- d. Certifies to the Council, a detailed statement showing the receipts and expenditures of the Town for the preceding month.
- e. Prepare and balances all utility statements.
- f. Such other duties as the Council may deem necessary.

Section 5. This Ordinance shall become effective on the 23 day of September, 1987.

PASSED by the Town Council this 23 day of September, 1987.

  
MAYOR, TOWN OF GRANITE FALLS

Attest:

Garry James  
Clerk