

**Chapter 2**  
**TOWN OFFICERS**

**SECTION:****1-2-1: Town Clerk****1-2-2: Required Oath for Respective Officers****1-2-1: Town Clerk**

The Clerk of the Town of Westcliffe shall perform all the duties required of such office by the statutes of the State of Colorado and the Ordinances of Westcliffe.

The Clerk shall be the keeper of the Town Seal, and shall affix it to all instruments and papers which are required to be attested; shall have the custody of, and safely keep all public records, documents, ordinances, and paper which belong to the Town.

The Clerk shall keep a list showing the number, date and amount of each warrant, and the name of the person to whom the same was issued. (Ord. 4, 8-5-1887)

**A. Town Clerk to Collect for Licenses**

The Town Clerk shall collect all monies paid for licenses, and immediately deposit all sums collected in an insured Westcliffe Bank. (Ord. 4, 8-5-1887)

**B. Town Clerk's Compensation for Services**

The Clerk's compensation shall be established by the Board.(Ord. 4, 8-5-1887)

**C. Town Clerk's Financial Duties**

The Town Clerk shall keep an accurate account of all monies received by and paid to the Town. The Clerk shall give a receipt for all monies paid to the Town, and shall only pay the same out on warrants regularly drawn and attested according to law.

The Clerk shall keep separate accounts for each fund and shall prepare written reports of the various funds when required to do so by the Board of Trustees. The Clerk shall perform such other duties as may be required by the laws of the State of Colorado. (Ord. 4, 8-5-1887)

**1-2-2: Required Oath for Respective Officers<sup>1</sup>**

Before entering upon the duties of their respective offices, each officer mentioned in the preceding sections of this ordinance, shall take and subscribe the oaths usually required by law from public officers and may be required by a majority vote of the Board of Trustees to give bond to the Town of Westcliffe, with sufficient sureties approval by the Board of Trustees, in the sum of \$150,000, One Hundred Fifty Thousand Dollars. (Ord. 4, 8-5-1887, Ord. 19-2015, 12-3-2015)

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<sup>1</sup> Title 1, Chapter 2, Section 2 has been repealed and replaced in its entirety. (Ord. 19-2015, eff. 12/3/2015)