

CHAPTER 3-600. APPOINTED OFFICIALS AND THEIR DUTIES.

PART 3-610. OFFICIALS.

3-611. STATUTORY OFFICES.

- A. **Recorder/Clerk.** Cities see U.C.A. § 10-6-30. Duties of recorder/clerk include U.C.A. §§ 10-6-12, 10-10-60 through 10-10-63. Towns see U.C.A. § 10-13-20.
- B. **Treasurer.** Cities see U.C.A. § 10-6-30. Duties include U.C.A. §§ 10-10-64 through 10-10-69. Towns see U.C.A. § 10-13-20.
- C. **Marshal.** Cities see U.C.A. § 10-6-30. Duties include U.C.A. §§ 10-6-65 through 10-6-69. Towns see U.C.A. § 10-13-20.
- D. **Justice of the Peace.** Cities see U.C.A. §§ 10-6-30, 10-6-74. Towns see U.C.A. § 10-13-20. Also see Title 5-000.

PART 3-620. APPOINTMENT OF OFFICERS.

3-621. APPOINTMENT OF OFFICERS AND AGENTS.

Cities see U.C.A. § 10-6-30.

3-622. TERM OF APPOINTIVE OFFICERS - REMOVAL.

Cities see U.C.A. § 10-6-32.

3-623. SUPERVISION. The mayor shall supervise the official conduct of all officers of the municipality and investigate or cause to be investigated and present any complaint to the governing body together with the results of the investigation at the next regular meeting of the governing body after the complaint is received by him.

PART 3-630. DUTIES.

3-631. DUTIES OF ALL OFFICERS. It shall be the duty of all officers of the municipality to:

- A. Deliver to their successor within one week after the change of office all records, documents and property which belong to the municipality.
- B. Deliver to the treasurer within one week after receipt of such funds all funds of the municipality which the officer receives.
- C. Sign within a reasonable time all papers, documents and records received by him which require his signature.
- D. Perform all duties imposed on him by virtue of the office held.
- E. Give receipts on forms provided by the recorder/clerk for all sums of money received, collected or paid them or their assistants.