

*NOTE: Appointments are NOT limited to this list. You can seek appointments for creative or silly positions, too!*

## **Municipal Appointed Offices**

### **City Clerk - appointed**

The City Clerk is the official record keeper of the city

Her duties are as follows:

- 1 – Keeps records of the council meetings, including votes on ordinances introduced and adopted.
- 2 – Acts as Secretary to the City Counselor in administrative procedures
- 3 – Keeps record of each delegate's elections won and appointments received.

### **City Treasurer - appointed**

The Treasurer is the official custodian for the City's Property

Her duties are as follows:

- 1 – Requisitions and secures necessary property, supplies, etc from the County Treasurer. Such supplies are issued only upon the order of the Mayor.

### **City Assessor – appointed**

The City Assessor's duties are as follows:

- 1 – To take an inventory and make assessment of all property in the city area

### **City Attorney – appointed**

The City Attorney's duties are as follows:

- 1 – Gives legal advice to the Mayor and other officers of the municipal government
- 2 – Defends the city against lawsuits, and represents the city when the city is the plaintiff before any court.
- 3 – Acts as prosecutor for violations of city ordinances.

### **Municipal Judge – appointed**

At Jersey Girls State the Municipal court has jurisdiction over the following: disputes over contracts, damages and all civil matters, criminal actions of the misdemeanor class.

The Judge's duties are as follows:

- 1- To organize the court, fix a regular time and place for holding court and require any officer to enforce her decisions.
- 2 – To hear and render a decision with regard to all cases, which are within her jurisdiction that is brought before her.

### **Clerk of the Court – appointed**

The Clerk's duties are as follows:

- 1- Maintain all records of the municipal court
- 2 – Collect and report all monies collected including fines and bails paid.

### **Chief of Police – appointed**

The Chief of Police's duties are as follows:

- 1 – To act as the agent for the law enforcement in the city, seeing that all ordinances (laws) are observed and maintained.
- 2 – To arrest any person charged with the violation of any ordinance
- 3 – To guard the city area from pilfering, unsanitary conditions and disturbances.
- 4 – To act as the bailiff in the Municipal Court
- 5 – To cooperate with the County Sheriff in enforcing the laws of the County.

#### **Policewomen – appointed**

Duties of the Police are as follows:

- 1 – To assist the Chief of Police in enforcing peace in the city including “lights out”
- 2 – The Police including the Chief do not have any authority outside of their own city.

#### **Fire Chief - appointed**

Duties of the Fire Chief are as follows:

- 1- To organize a volunteer Fire Department consisting of at least 5 citizens for emergencies.
- 2 – To inspect all areas of the city for fire hazards, including electrical connections and piles of waste.
- 3 – To check that all emergency exits are clear and location of fire extinguishers

#### **Sanitarian – appointed**

The Sanitarian's duties are as follows:

- 1 – Make daily inspections of the sanitary conditions of the city, including the shower area
- 2 – To take charge of cleanup of city areas including meeting rooms
- 3 – To make sure all citizens clean their areas including ALL meetings for delegates (assemblies, party, city & county meetings)