

TWELVETH LELU TOWN COUNCIL

THIRD SPECIAL SESSION, 2022

First Read Passed 12.14.22  
2nd Read Passed 12/19/22

C.B. No.

12-30

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### A BILL FOR AN ACT

Establishing a full time assistant clerical position under the Legislative Branch of the Lelu Town Government; and for other purposes

BE IT ENACTED BY THE 12<sup>th</sup> LELU TOWN COUNCIL.

1           Section 1. Statement of Intent. The purpose and intent of this Act is clearly  
2       stated in its title.

3           Section 2. Findings. The 12<sup>th</sup> LTC encounters difficulties of maintain the  
4       full operation due to shortage of staff. Therefore, the 12<sup>th</sup> LTC finds it is a  
5       necessity to create and establish such position of a full time assistant clerk under  
6       the Legislative Branch of the Lelu Town Government.

7           Section 3. Position Established. There is hereby created one (1) position  
8       of a full time assistant clerk for the office of the Lelu Town Council. The  
9       Assistant Clerk shall be a contractual position and shall be incorporated under the  
10      office of council fiscal year operational budget.

11          Section 4. Hiring Authorized. The Chairman is hereby authorized to recruit  
12      and hire a full time assistant clerk subject to the approval by the Mayor and 2/3  
13      of the council. The hiring shall adhere to the hiring procedure stipulated  
14      under section 2.2 and 2.3 of the LTG Manual of Administration.

15          Section 5. Contract of Employment. It shall be a duty of the Chairman of

16 the Council to create the contract of employment and shall be reviewed for  
17 consensus by the mayor and 2/3 of the council.

18 Section 6. Duties and Responsibilities. The responsibilities of the assistant  
19 clerk includes typing, filing, and completion of forms; operates office machines  
20 including copiers, scanners, phone and voicemail systems, computers, and other  
21 standard office equipment; answers phones, directs calls to council and  
22 individuals; prepares messages; and perform other duties as may be assigned by  
23 the council and the chief clerk.

24 Section 7. Salary. The assistant clerk shall receive not less than five  
25 thousand dollars per annum as a start up salary. This position shall also be  
26 eligible for overtime compensation.

28 Section 8. Appropriation. The sum of \$ 5,600.00 is hereby appropriated  
29 under this Act to compensate the duties of the assistant clerk.

30 The sum appropriated in this Act shall be apportioned as follows:

31 a) Salary	\$ 5,000.00
32 b) Overtime	\$ 600.00
33 c) Total	\$ 5,600.00

34 Section 9. Management of Fund. Funds obligated for the assistant clerk  
35 position shall be managed, administered, and accounted for in accordance with  
36 applicable rules and ordinances. The chairman of the council shall be responsible  
37 for ensuring the funds obligated for this position are used solely for the purpose  
38 specified in this Act.

39 Section 9. Lapse Date. Any amount obligated for this Act shall be  
40 lapsed on September 30<sup>th</sup> 2023 and all remaining amount shall be transferred back  
41 to the General fund of the Lelu Town Treasury.

42           Section 10. Effective Date. This Act shall become effective upon  
43 approval by the Mayor or upon its becoming an ordinance without such signature.  
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46       DATE: 12.14.2022                      Introduced:   Osamu Nedlic

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