

TITLE 5-ASSESSOR.

50. There shall be one Assessor appointed for the Municipality of the City of Kingston, and he shall hold office during the pleasure of this Council.

51. The Assessor of this Municipality, until otherwise provided, shall also act as City Commissioner therefor, but so as not to interfere with the due and proper discharge of his duties as Assessor.

52. Such Assessor shall use and occupy a separate office in the City Buildings, and when he is not out assessing, his office hours each lawful day shall be from ten o'clock A.M., to four o'clock P.M., excepting one hour between twelve o'clock noon and one o'clock P.M. each day.

53. In addition to the Assessment Roll, such Assessor shall keep, and enter up carefully and punctually, and correct from time to time, a set of office books, in the nature of a registry and indexes, of all information, documents, descriptions of property, plans, and data, acquired, or received, by him, in connection with his office of Assessor, and duly and promptly, each day, enter therein, said documents, descriptions, plans, and data, and he shall also keep and carefully enter up and correct from time to time, such other books, registers, indexes, documents, descriptions, data and plans, in connection with his said office, as he may be directed to obtain and keep from time to time by the Mayor, or the Court of Revision of this Council, or this Council, and he shall also make all such entries in said Books, Registers, and Indexes, and keep them in such a form and manner, as the Mayor, or said Court of Revision, or this Council may, from time to time, direct, and he shall also obey, observe and keep, such rules, and regulations, respecting such books, registers, indexes, information, documents, data, and plans, and the keeping thereof, and entries therein, as may be, from time to time, adopted by the said Court of Revision, or this Council, and brought to his notice, and all such books, registers, indexes, documents, plans and data, shall belong to this Corporation, and shall remain permanently in the Assessor's office, and shall be correctly and legibly kept and docketed and indexed.