from any valuation made by the said Assessors to the Appeal Tax Court he shall immediately deliver to the Clerk of said court all schedules, valuations and all other papers which shall refer to the case in which said appeal is taken. All of these duties he shall perform under the control of said court, and he shall perform such other duties as may from time to time be directed by said court.

Value of real property.

SEC. 4. In valuing real or leasehold property, the said Assessors shall value each lot or parcel of ground separately, and in their return thereof they shall describe each lot by its location, giving the street or streets and alleys upon which it binds, the number of front feet and depth of such lot and the street number; and they shall value improvements separately from the ground upon which they stand.

Assignment of Assessors.

SEC. 5. The said Assessors in naming valuations of property, whether real or personal, shall do so, ward by ward, in regular order, except as the Appeal Tax Court may otherwise direct, taking up each ward in order according to its number, and completing, so far as practicable, their work therein before beginning to make valuations in another ward. Before the Assessors begin their work in any ward the Chief Assessor shall divide such ward into Assessment Districts, and shall assign the several Assessors to the respective districts as far as practicable, and he may at any time change said Assessment Districts, subject to the approval of the Appeal Tax Court; and said Chief Assessor shall have the general control and

direction of the work of said Assessors, subject to the supervision, control and direction of the Appeal Tax Court. Immediately after said Assessors shall have completed, as far as practicable, their valuations in any ward, such valuations shall remain in the office of said Assessors, subject to inspection of any person having the right to inspect the same, and to no one else, for ten days after the time of such completion.

Appointment of various clerks.

SEC. 6. There shall be appointed by the Appeal Tax Court a Chief Clerk and Assistant Clerk, who shall act as the Clerks of the Court, each of whom shall receive a salary of sixteen hundred ($1,600) dollars per annum, payable monthly, and a Clerk, who shall be known as the Writ, Transfer and Notice Clerk, who shall receive a salary of Twelve hundred ($1,200) dollars per annum, payable monthly, and a Clerk, who shall be a stenographer and typewriter and act as the messenger of the court, who shall receive a salary of one thousand dollars ($1,000) per annum, payable monthly, and all of said Clerks shall perform any other clerical work the Appeal Tax Court may direct.

SEC. 7. The Appeal Tax Court shall have the power to adopt and establish rules and regulations for the making of valuations by the Assessors.

Approved March 20, 1901.

THOMAS G. HAYES, *Mayor.*