§ 2414. Court clerks; duties. The court clerk in each district shall:

1. Exercise the powers conferred and perform the duties imposed upon him by this act and the rules and the resolutions of the board of judges, and those usually appertaining to his offices; and, in the exercise of such powers and the performance of such duties, conform to the direction of the court.

2. Keep the seal of the court and affix it to such papers and documents as he may be required to certify.

3. Keep a docket book in such manner as the rules may prescribe, and all other records and proceedings of the court, and act as custodian of all documents, books and records.

4. Keep the office open for the transaction of business during the hours designated by the rules and resolutions of the board of judges.

5. Attend the sittings of the court, administer oaths and take acknowledgments in the same manner and with like effect as clerks in courts of records, receive verdicts of juries, and, in a proper case, adjourn causes, or, when no judge appears, adjourn causes to the next judicial day; deputy court clerks and clerks other than the court clerk shall have like power and authority by designation of the president of the board of judges.

6. Assume charge and control of, and be responsible for, the general conduct of the business of his office and for the faithful discharge of the duties of deputy and assistant clerks and other officers connected with the court.

7. Collect and receive all the fees, and account for and pay the same into the county treasury at such times as the county treasurer may prescribe, which account shall contain the title of each case and the amount of fees received therein; and the salary of such clerk shall not be paid until he shall have so accounted and paid. He shall perform no service until he shall have received the legal fees therefor.

8. Deliver to his successor in office the official seal and all papers, books and records on file in his office.