Have you ever wondered what a Municipal Clerk does?
Here are just a few of the many vital services Municipal Clerks perform for their community...

- Maintain records of community history, official Council actions, Meeting Minutes, Ordinance Books, and other important records and documents.

- Serves as liaison between local governments and its citizens, receives, distributes and files correspondence from citizens and other governmental agencies.

- Process contracts and agreements, and supports all administrative functions.

- Administers elections, registration and voting. A key and vital piece in the democratic process!

Ask the City Clerk about it today! www.tempe.gov/clerk