

ANNUAL MUNICIPAL CLERKS WEEK

May 5 - 11, 2019: *50th Anniversary!*



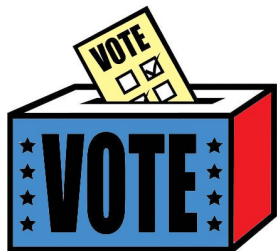
Have you ever wondered what a Municipal Clerk does? Here are just a few of the many vital services Municipal Clerks perform for their community...

- ✍ 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

