

## **Professor William Bennett Munro:**

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“No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”



### **The Clerk of the Town**

**If they want to get married, or  
fish in the sea,**

**If they vote by machine, or  
they vote absentee,**

**Whatever their problem turns  
out to be,**

**It's the work of the Clerk of  
the Town.**

**We're concerned with such  
things as the sex of a dog**

**And how many bees in a hive,**

**And we file, we record, we at-  
tach & attest,**

**Anything be it dead or alive.**

**Whatever goes on in the town  
we record,**

**And often we do it with little  
reward,**

**We often go crazy, but never  
get bored,**

**OH, it's great to be the Clerk  
of the Town.**

Connecticut Town Clerk's Association

September 1978

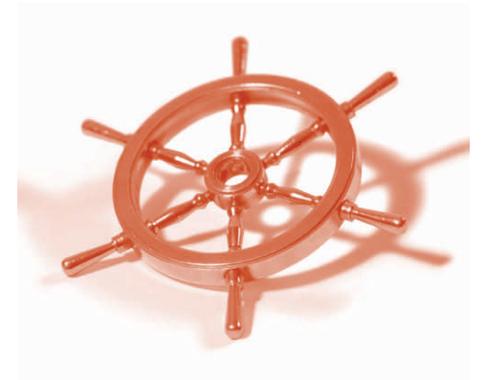


**Connecticut Town  
Clerk's Association**

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**Town/City Clerks:**

**The Hub of  
Government**



# How Can We Help You...?

The Town/City Clerk's Office has been and continues to be one of the most important and busy offices in government. The wide variety of services provided by this office is what makes it so unique!

The office serves as a revenue collector for both local and state government. It acts as a liaison between the public and other branches of government. The clerk is tasked with maintaining the historical documents pertinent to the municipality and its citizens.

The Town/City Clerk's Office is one that needs to remain versatile and adapt to changing technologies and laws, all while maintaining the level of service that is expected by its constituents.



## The Clerk's Office The 411 of Town Hall

### Elections:

The Town/City Clerk performs a wide range of election duties including preparing the ballot and verifying the names, issuing & tracking absentee ballots and reporting the totals by district and identifying any discrepancies. You might say the clerk is involved from beginning to end and everywhere in between!



### Land Records and Vital Records:

The towns most important documents are entrusted to the Town/City Clerk. Whether it's a marriage license, the birth of a child or buying the home of your dreams—the Town Clerk's Office will have what you need!



### Miscellaneous:

The Town/City Clerk maintains the town's meeting minutes and lists of council members.

The Town/City Clerk is also the Agent for Service to the Town. The Town/City Clerk issues and maintains a wide variety of records. These include dog licenses, liquor permits, trade name certificates, notary public lists, Justice of the Peace lists, Campaign Finance Reports, Lists of Elected Officials to name a few!



When someone has a question for the town, chances are the Town Clerk will know how to help them get the right answer. Customer Service and Satisfaction are the focal point of the Clerk's Office.

