

City Clerk



What does a City Clerk do?

The City Clerk is in charge of our city seal and attestation to sign any legal documents. In addition, they receive all official contracts.

What are the duties and responsibilities of a City Clerk?

A City Clerk has a wide range of responsibilities, from recording votes to helping enforce city council resolutions;

they're essential for keeping track of what's happening throughout the local community.

What makes a good City Clerk?

A good City Clerk must have excellent communication skills to communicate clearly with various departments. They must also have excellent organizational skills to ensure documents and notes are stored properly.

Who does a City Clerk work with?

A City Clerk works directly with the Mayor, City Council and various Managing Directors of all city administration departments.

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