



AMCTO's Corporate Training

Clerk's 101

1-Day Workshop

This seminal workshop will discuss and clarify the roles and responsibilities of the position of municipal clerk. In a climate where positions are getting confounded and succession planning considerations are continuously coming to the fore, this workshop highlights the importance and scope of one of a municipality's most critical roles. Whether you are new professional to the field, an experienced professional eyeing a future in the Clerk's department, or a current clerk looking to brush up your knowledge, this workshop is for you.

Topics that will be covered will include:

- the clerk's role at municipal council
- the clerk's responsibility for municipal records and freedom of information
- the clerk's responsibility for conducting municipal elections
- the clerk's role in the land use planning process
- the clerk's role in by-law enforcement
- the clerk's role in human resource management,
- the clerk's role in cemeteries
- the clerk's role in licensing
- the clerk's role in other public functions

What You Will Learn:

- a comprehensive snapshot of the responsibilities of the clerk in municipal government
- what qualities, qualifications, and skill you will need to develop into a top-notch municipal clerk
- how much else there is to learn, no matter how long you've been on the job