

A Town Clerk's professional functions include being a liaison for official actions between the Town Council and the Mayor. The Town Clerk prepares the Monthly Council agendas, attends council meetings and certifies actions taken by the Council. Ordinances, Resolutions, and Proclamations are also prepared by the Town Clerk. The Town Clerk is responsible for conducting all Town elections and maintaining the local voters list. The Town Clerk also maintains public records for various departments of the Town. In addition, the Town Clerk assists the Mayor in preparing the annual budget and is responsible for the financial reports to the Town council.

Additional responsibilities of the Town Clerk include preparation of payroll, Accounts Payable, Financial reporting and the preparation of agendas and public hearings for the Town of Ohatchee.

As in all Towns, the Town Clerk is always willing to help with any questions or concerns.

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## **Directions**

7801 AL Highway 77  
Ohatchee, AL 36271  
United States