

The Municipal Clerk is an appointed position, in which an oath is taken to uphold the Constitution of the United States and the State of South Carolina. Also, the Municipal Clerk serves as Clerk to the [City Council](#) and as Executive Assistant to the [City Manager](#)

The job of Municipal Clerk is one of the oldest of public servants. When colonists first settled in Plymouth, Massachusetts the office of town clerk was one of the earliest offices established. This person kept all of the town records. The importance of recordkeeping has been of vital importance throughout our history. Thomas Jefferson said it best about the importance of recordkeeping, "Let us save what remains: not by vaults and locks which fence them from the public eye and use in consigning them to the waste of time, but by such a multiplication of copies, as shall place them beyond the reach of accident."

A brief summary of duties and responsibilities of the Municipal Clerk are listed below:

- Attend all City Council meetings and record the minutes from those meetings
- Attest and certify the accuracy of documents and actions executed by City Council
- Be the custodian of records and ordinances
- Prepare, distribute, and publish agendas for City Council and Committees
- Provide guidance for citizens concerning various services or concerns
- Provide administrative support for the Mayor, City Council, and City Manager

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