

## **THE VILLAGE CLERK'S OFFICE**

Sauk Village, Illinois



Marva Campbell-Pruitt, the Village Clerk keeps the corporate seal and all official documents belonging to the Village. The Clerk has the duties of keeping official records, serves as Notary Public for the municipality and residents, certifying ordinances, resolutions and minutes. Along with record retention, the Clerk is responsible for public records destruction.

The Clerk is responsible for: creating the board meeting agendas and making them and the subsequent meeting materials available to the Board of Trustees and members of the public as appropriate; signing checks, businesses and contractors' licenses, project proposals; and official and legal documents.

The clerk is responsible for records relating to tax agency reports and tax increment financing reports and serves as the OMA Officer. The Village Clerk establishes the process(es) for Village Fees, coordinates the committees and commissions and insure adherence to state guidelines concerning Ethics Statements and filing. The Clerk is the liaison with newspapers and is responsible for submitting public notices.

The Clerk is the liaison with the United States Census and is responsibility for meeting the efforts outlined for the given period and is the Local Election Official.

The Clerk is responsible for community outreach through communication and partnership efforts.