



Volunteers Wanted for 2022 Clerks Week Video Montage

Videos are due by April 8th

The League of Cities and Towns has offered to help us make a 2022 video montage to promote Clerks Week (May 1st-7th) by showcasing the myriad of responsibilities Clerks have! We are looking for volunteers willing to submit a short 10-30 second video of themselves and/or co-workers (*we are happy to have "volun-tasked" staff as well*) being a Clerk. The goal is to have each person doing a different task and when compiled together shows a snapshot of what all Clerks do!

Video parameters: 10sec-30sec spot; can be taken with a phone, no sound or audio; can be staged (*there are no Oscars, but you will be immortalized on video*); **all videos due by April 8th.**

Tasks we are looking for:

- Candidate packets & counting
- Minute Taking at meetings
- Council Meetings
- Notarizing documents
- Public Records Requests
- Filing
- Agendas for Council and/or Committees
- Business License
- Liquor License
- Records Management
- Town Historian
- Claims against the City
- Boards and Commissions
- Passports
- Training
- Customer Service with the public
- "Other Tasks" (the unexpected stuff)



If you are interested in submitting a video, please email hstanley@paysonaz.gov for the upload link. Also, please let me know which specific task you are volunteering for, or if you are open to anything. The goal is to have different people doing different tasks.