

Mission Statement

It is the mission of the Town Clerk's Office to provide a standard of excellence, accessibility to information, transparency of government processes, and impartial and accurate information regarding government. The Clerk's Office serves as a liaison between the Town Board, Staff, and Citizens. It is the mission of the Clerk's Office to lay the foundation of trust and faith in the Town government. We strive to provide citizens with high quality, effective and efficient public services without wasting time or resources.

Vision Statement

The vision of the Town Clerk's Department is to be accessible and transparent while providing easy access to public records; advising citizens in government procedures; and sustaining high standards of moral and ethical principles and values to provide efficient and accurate recordkeeping.

Goals

Put the community first by providing the highest level of professional service to the citizens of Elizabeth.

Maximize public access to local government.

Maximize public access to Town records and information.

Accurately record and prudently preserve and safeguard the legislative history of the Town.

Be prepared to be at our best while working together for a better outcome.

Provide services while ensuring compliance with all Federal, State and local laws.

Understand the diverse needs of our customers, with people-centered solutions to provide outstanding service.

Cultivate a sense of belonging for our employees and community members to make sure they feel safe and valued.