FOR IMMEDIATE RELEASE

PENFIELD TOWN CLERK TO RETIRE
-Replacement sought for term to expire December 31, 2009-

PENFIELD, N.Y., FEBRUARY 9, 2009 – Penfield Supervisor George Wiedemer and the Town Board announce the retirement of Town Clerk Cassie Williams effective June 30, 2009. Ms. Williams has had a lengthy and distinguished career as Penfield Town Clerk since first being elected to the office in 1987.

Supervisor Wiedemer and the Town Board will seek a replacement for this position to complete the remainder of Ms. Williams’ term, which expires December 31, 2009. After an interview process, the Town Board will appoint a replacement upon the Town Clerk’s retirement. The individual selected to complete the term will then need to run for election in November 2009 to continue in the role of Town Clerk. The Town Clerk’s term is four years.

The Town Clerk is the author of the Town Board Minutes, the only official record of the activities of Town Government. The Town Clerk also maintains the official records of adopted ordinances, local laws, oaths of office, petitions, proof of publications, annual budgets, and maintains a public signboard advertising official meetings of the Board and bids on their behalf.

Under State Law the Town Clerk has been designated custodian of all Town records and is responsible for active files, storage and disposition of inactive records, and the careful maintenance or archival materials. This office is also the administrator of the Freedom of Information Law. As licensing Officer, the Town Clerk issues State licenses and permits.
For all special town, primary and general elections, the Town Clerk assists the Board of Elections by coordinating voting districts, delivery of equipment to the polls, distribution of supplies to election inspectors, and reporting final tallies.

The Town Clerk collects, records and disburses fees to appropriate State, County and local fiscal officers. The Town Clerk also contributes to Town and Department budget preparation, management of petty cash, and assists with State and internal audits. Town Clerks in Monroe County are sub-registrars and are responsible for filing of marriage records, burial permits and records of local cemetery deeds.

Those interested in being considered for the office of Penfield Town Clerk should submit a letter of interest and resume to the Supervisor by February 25, 2009. Mail to: Supervisor George Wiedemer, Penfield Town Hall, 3100 Atlantic Ave, Penfield, NY 14526.

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