



# HELPFUL INFORMATION FOR NEW CLERKS & DEPUTY CLERKS

Prepared and Presented, Complements of:  
2014 NCACC President Kristin King  
and the 2014 NCACC Professional Development Committee  
Revised March 2022

## Welcome to the North Carolina Association of County Clerks!

---

Congratulations on your appointment as Clerk or Deputy Clerk and welcome to the North Carolina Association of County Clerks (NCACC)! We all come to County Government from varying backgrounds, but in the beginning most of us asked the very same question following appointment. NOW WHAT? This document has been prepared for you as a new Clerk/Deputy Clerk to give you a quick snapshot of suggestions from veteran clerks on information that was helpful to us along the way or things we wish we had known upfront.

- Visit our Association's website, [nccountyclerks.org](http://nccountyclerks.org), for a wealth of information. Here you will learn a little bit about the history of the Clerk as well as information on upcoming events, committee listings, resources and more!
- Sign up for listserv so you can immediately connect with other Clerks for information sharing and advice! We are all busy, so there is no need to reinvent the wheel if you don't have to! Go to [North Carolina County clerks listserv](#) to connect. The listserv for the NC City Clerks is [North Carolina City clerks listserv](#).
- Ask for a mentor! As part of the Mentor Program, your Association President will link you with a fellow clerk. All you have to do is ask.
- Attend the City and County Clerk's School offered each year. A one-day workshop for new clerks covers clerks' duties and city and county governing board procedures.
- Attend the two-day UNC School of Government Master Clerks Academy held each year.
- Attend annual conferences of the NC Association of County Clerks held each spring! Conference locations alternate from the East, the Piedmont and the West. The conference is a three-day event that will not only assist you in earning educational credits, but it is also a valuable networking opportunity! For more information, visit [www.nccountyclerks.org](http://www.nccountyclerks.org).
- Attend a one-day regional conference each fall. One regional is held in each of the three regions (Western, Piedmont and Eastern) and offers educational credit toward certification. Similar topics are shared in each region so that all Clerks receive the same information. To learn more visit [www.nccountyclerks.org](http://www.nccountyclerks.org).
- Contact someone from our Directory Committee in order to share a photograph and contact information with other clerks in the County Clerk Directory. This tool is helpful as you are networking with other clerks and can be found at [www.nccountyclerks.org](http://www.nccountyclerks.org).

- At some point, you will want to pursue certification as a CMC (Certified Municipal Clerk) and/or NCCCC (North Carolina Certified County Clerk). To get started, visit [NC City/County Clerk Certification](#). For more detailed information on the NCCCC certification program, visit [Clerks Certification Requirements](#).
- The UNC School of Government staff/professors are your friend! Clerks work closely with Kristina Wilson, Assistant Professor of Public Law and Government and Carla Stowe, Program Manager. You may contact them with questions at [wilson@sog.unc.edu](mailto:wilson@sog.unc.edu) or [cstowe@sog.unc.edu](mailto:cstowe@sog.unc.edu).
- Join the Association and GET INVOLVED! Membership dues are minimal at just \$55 per year. Membership gives you access to a large network of colleagues who are here to help you in your duties as Clerk. There is always someone willing and able to assist you. Also, volunteer for one of our many committees and begin helping other clerks just like you as they work to increase their professionalism and that of the office of Clerk to the Board of County Commissioners. To access the NCACC membership application, go to [NCACC Membership](#).

The remainder of this document is filled with selected emails, websites, and publications that will be useful to you, as well as selected statutes relevant to your duties.

Again, this document is just a quick snapshot to help you get started as Clerk/Deputy Clerk. We hope you will find it helpful as you learn and grow!

## Selected Emails, Websites, and Publications Relevant to City and County Clerks

---

NC Association of County Clerks.....[NC County Clerks Association](#)

NC County Clerk Job Description.....[NC County Clerk Job Descriptions](#)

NC Deputy Clerk Job Description .....[NC Deputy County Clerk Job Descriptions](#)

NC County Clerks Email.....[NC County Clerks](#)

NC City Clerks Email.....[NC Municipal Clerks](#)

Listserv/School of Government.....[UNC SOG Listserv](#)

NC Department of the Secretary of State

Notary Home Page.....[NC Notary Home](#)

NC Department of the Secretary of State Board Appointment

Reporting.....[State Board Appointment Reporting](#)

**Coates Canons-NC Local Government Law Blog –**

The *School of Government UNC Chapel Hill* created a blog to disseminate information about a broad range of legal issues affecting local governments and other public agencies in North Carolina.....[Coates Canons-Local Government Law Blog](#)

Lloyd, Carolyn (1990). “**The Hub of the Wheel: Clerks Keep Government Running Smoothly.**” *Popular Government*, vol.55, no.4, pp 36-43.

[Sog.unc.edu/publications/articles/hub-wheel-clerks-keep-government-running-smoothly](http://sog.unc.edu/publications/articles/hub-wheel-clerks-keep-government-running-smoothly)

Bell, A. Fleming II (2007, 2008, 2009). Chapel Hill SOG, “**The Attorney and the Clerk.**” *County and Municipal Government in North Carolina*, Article 7 in David M. Lawrence, ed. [sog.unc.edu/publications/book-chapters/attorney-and-clerk](http://sog.unc.edu/publications/book-chapters/attorney-and-clerk)

Bell, A. Fleming II (1996). “**City and County Clerks: What They Do and How They Do It.**” *Popular Government*, vol.61, no.4, pp 21-30.

<https://www.ncamc.com/document-library/>

Bell, A. Fleming II (2007, 2008, 2009). Chapel Hill SOG, “**County and City Governing Boards.**” Chapter 3, *County and Municipal Government in North Carolina*.

Bell, A. Fleming II (2011). “**Ethics, Conflicts, and Offices: A Guide for Local Officials.**” [sog.unc.edu/publications/books/ethics-conflicts-and-offices-guide-local-officials](http://sog.unc.edu/publications/books/ethics-conflicts-and-offices-guide-local-officials)

Bell, A. Fleming II (1997). “**Public Comment at Meetings of Local Government Boards.**” Parts 1 and 2, *Popular Government*, vol. 62, no. 4 and vol. 63, no. 1.

Allen, Trey (2017). Chapel Hill SOG, “[Suggested Rules of Procedures for a City Council](#)”, 4th Edition.

Allen, Trey (2017). Chapel Hill SOG, “**Suggested Rules of Procedures for Small Local Government Boards.**” Second Edition.

Allen, Trey (2017). Chapel Hill SOG, “[Suggested Rules of Procedures for the Board of County Commissioners.](#)”

Lawrence, David M. (2014). Chapel Hill SOG, “[An Overview of Local Government.](#)” Second Edition, Chapter 1, *County and Municipal Government in North Carolina*.

Bluestein, Frayda S. & Lawrence, David M. (2017). Chapel Hill SOG, “[Open Meetings and Local Governments in North Carolina – Some Questions and Answers](#)”, Eighth Edition.

Bluestein, Frayda S. (2014). Chapel Hill SOG, “[Open Meetings and Other Legal Requirements for Local Government Boards](#)”, Second Edition, *County and Municipal Government in North Carolina*.

Lawrence, David M. (2010). Chapel Hill SOG, “[Public Records Law for North Carolina Local Governments](#)”, Second Edition.

[North Carolina Association of County Clerks, Handbook and Bylaws.](#)

North Carolina Association of Municipal Clerks, “[M.O.R.E. \(Minutes, Ordinances, Resolutions, Etc.\) Common Sense Guide.](#)”

North Carolina Association of Municipal Clerks, “[Reference Guide for North Carolina Municipal Clerks.](#)”

[North Carolina Department of Natural and Cultural Resources](#) – Government Records Branch – Local Government Records information, retention and disposition schedules, imaging services information, records analysis, electronic records, forms, workshops, and other topics.

Stenberg, Carl W. III (2014). Chapel Hill SOG, “[County and City Managers.](#)” Second Edition, *County and Municipal Government in North Carolina*.

Berner, Maureen & Stephens, John (2014). Chapel Hill SOG, “[Citizens Involvement.](#)” Second Edition, *County and Municipal Government in North Carolina*.

## Selected Statutes Relevant to City and County Clerks' Duties

Appointment	<a href="#">NC G.S. §§ 153A-111, 160A-171, 160A-172</a>
Administering Oaths of Office	<a href="#">NC Constitution, Article VI, Sections 7 and 10; NC G. S. §§ 11-7, 11-7.1, 11-8, 11-9, 11-11, 153A-26, 160A-61</a>
Giving Notice of Governing Board Meetings	<a href="#">NC G.S. §§ 143-318.12, 153A-40, 153A-443, 160A-71</a>
Governing Board Procedures	<a href="#">NC G.S. §§ 143-318.9 to 143-318.18 (the Open Meetings Law); 153A-25 to 153A-52.1 (counties); 160A-59 to 160A-82.1 (cities)</a>
Agenda and Parliamentary Procedure	<a href="#">NC G.S. § 153A-41, 160A-71(c)</a>
Closed Sessions	<a href="#">NC G.S. § 143-318.11</a>
Minutes	<a href="#">NC G.S. § 153A-42, 160A-72</a>
Public Hearings and Public Comment Periods	<a href="#">NC G.S. §§ 153A-52, 153A-52.1, 160A-81, 160A-81.1</a>
Ordinances	<a href="#">NC G.S. §§ 153A-45 to 153A-50 (counties); 160A-75 to 160A-79 (cities)</a>
Publication of Notices	<a href="#">NC G.S. §§ 1-595 to 1-601</a>
Public Records Law	<a href="#">NC G. S. § 132</a> ; see also statutes making particular documents confidential and requiring particular documents to be filed in the clerk's office.
Administration of Closing-Out Sales	<a href="#">NC G.S. §§ 66-76 to 66-83</a>
Local Government Finance	<a href="#">NC G.S. §§ 159-7 to 159-42 (the Local Government Budget and Fiscal Control Act)</a>
Privilege License Taxation	<a href="#">NC G. S. § 105, Article 2</a>
Multiple Office-Holding Rules	<a href="#">NC Constitution, Article VI, Section 9; NC G.S. §§ 128-1, 128-1.1, 128-1.2, 128.2</a>
Reports on gender-proportionate appointments to statutorily created decision-making regulatory bodies	<a href="#">NC G.S. § 143-157.1</a>

## Public Hearings Required By North Carolina General Statute

	Counties	Cities
<i>Adoption of Regulatory Ordinances</i>		
Sunday-closing ordinances		<a href="#">160A-191</a>
<i>Matter Involving Government Structure</i>		
Ordinances changing city form of government of council structure		<a href="#">160A-102</a>
Actions changing the area of fire protection districts	<a href="#">69-25.11</a>	
Creation of sanitary districts	<a href="#">130A-48</a>	
Resolution establishing city parking authorities		<a href="#">160A-552</a>
<i>Matters Involving Service Districts</i>		
Resolutions establishing service districts	<a href="#">153A-302</a>	<a href="#">160A-537</a>
Resolutions adding territory to service districts	<a href="#">153A-303</a>	<a href="#">160A-538</a>
Resolutions reducing territory of service districts		<a href="#">160A-538.1</a>
Resolutions consolidating service districts	<a href="#">153A-304</a>	<a href="#">160A-539</a>
Resolutions adjusting service district boundaries	<a href="#">153A-304.3</a>	
Resolutions abolishing service districts	<a href="#">153A-306</a>	<a href="#">160A-541</a>
Resolutions establishing certain fire service districts	<a href="#">153A-309.2</a>	
Resolutions establishing industrial fire service districts	<a href="#">153A-309.3</a>	
Resolutions establishing certain rescue service district	<a href="#">153A-310</a>	
Resolutions establishing research/production districts	<a href="#">153A-312</a>	
Resolutions extending research/production districts	<a href="#">153A-314</a>	
Resolutions removing land from research/production districts	<a href="#">153A-314.1</a>	
Resolutions abolishing research/production districts	<a href="#">153A-316</a>	
Resolutions establishing economic development/training districts	<a href="#">153A-317.12</a>	
Resolutions extending economic development/training districts	<a href="#">153A-317.14</a>	
Resolutions abolishing economic development/training districts	<a href="#">153A-317.16</a>	
<i>Municipal Annexation</i>		
Voluntary contiguous annexation		<a href="#">160A-31</a>
Voluntary noncontiguous (satellite) annexation		<a href="#">160A-58.2</a>
Annexation agreements		<a href="#">160A-58.24</a>

	Counties	Cities
<i>Financial Matters</i>		
Annual budget ordinance	<a href="#">159-12</a>	<a href="#">159-12</a>
General obligation bond orders	<a href="#">159-57</a>	<a href="#">159-57</a>
Installment financing agreements	<a href="#">160A-20</a>	<a href="#">160A-20</a>
Acquisition of property for community college	<a href="#">153A-158.2</a>	
Levy of room occupancy taxes	<a href="#">153A-155</a>	<a href="#">160A-215</a>
Establishing stormwater fees	<a href="#">153A-277</a>	<a href="#">160A-314</a>
Special Assessments		
Preliminary resolution	<a href="#">153A-192</a>	<a href="#">160A-225</a>
Preliminary assessment roll	<a href="#">153A-195</a>	<a href="#">160A-228</a>
<i>Measures Involving Streets and Roads</i>		
Orders closing public streets and roads	<a href="#">153A-241</a>	<a href="#">160A-299</a>
Ordinances naming roads or assigning street numbers	<a href="#">153A-239.1</a>	
Orders permitting bridges over navigable waters	<a href="#">153A-243</a>	
<i>Miscellaneous Matters</i>		
Economic development incentives	<a href="#">158-7.1</a>	<a href="#">158-7.1</a>
Solid waste management plans	<a href="#">130A-309.09A</a>	<a href="#">130A-309.09A</a>
Ordinances regulation ambulance services	<a href="#">153A-250</a>	<a href="#">153A-250</a>
Location of ABC stores		<a href="#">18B-801(b1)</a>
Minority business percentage goal	<a href="#">143-128.2</a>	<a href="#">143-128.2</a>