



GEORGIA COUNTY CLERKS ASSOCIATION

To: County Commission Chair, Boards of Commissioners, County Administrators and County Managers

From: Georgia County Clerks Association in Association with ACCG, Georgia's County Association

Re: "County Clerk of the Year" Nominations

Each year the Georgia County Clerks Association selects a Clerk to honor as "Clerk of the Year" for outstanding performance and professionalism in government. A presentation of this prestigious award is held in conjunction with the ACCG Annual Conference in April.

There are many admirable Clerks in our great State who are worthy of this award. Is your Clerk one of them? *Please* take time to consider your Clerk as a nominee. If you are fortunate enough to have someone deserving of this recognition, complete the nomination form enclosed with this letter and return it to:

**Ms. Jennifer Rutledge, 2018 Clerk of the Year
Clerk of the Year Nomination Committee
P.O. Box 289
Conyers, GA 30012-0289
(770) 278.7009 and jennifer.rutledge@rockdalecountyga.gov**

We ask that the nomination form be completed and returned no later than **Friday, February 22, 2019**. We would also ask that this nomination be *kept as secret as possible* so it can be a surprise to the recipient.

Everyone likes a "pat on the back" for a job well done. What better way than to nominate your Clerk? It is an honor just to be nominated for this award, aside from the honor some deserving Clerk will receive when actually selected as the "Clerk of the Year." The selection process is very important and one that is taken quite seriously by members of the Committee appointed to select the "Clerk of the Year."

Please act now and submit your nomination. Thank you for your consideration.



GEORGIA COUNTY CLERKS ASSOCIATION “Clerk of the Year” Nomination Form

This form is for the persons aware of an outstanding County Clerk or Deputy County Clerk. The nominee(s) may be nominated by a fellow Clerk/Deputy Clerk, Commission Chairman, County Commissioner, County Administrator, County Manager, or Co-worker. This prestigious award will be presented to a Clerk that has met the criteria for selection. The information below must be completed in its entirety, in addition to a brief narrative describing why you feel this individual is worthy of recognition and consideration of this award.

Nominee’s Name: _____ Title: _____

County: _____ Telephone: _____

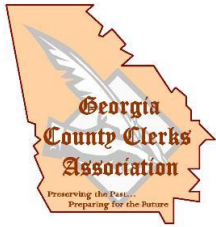
Mailing Address: _____

Nominator: _____ Telephone: _____

Nominator’s Address: _____

Describe why you feel this individual is worthy of being considered and recognized for the “Clerk of the Year” award. You may add additional pages if needed.

*The following information should be obtained from personnel files, personal knowledge, and/or the nominee *in a discreet manner*:



Training Seminars related to their job performance:

Institution Name:	Dates Attended:	Course of Study:

Number of years serving as County Clerk: _____

Number of years serving the County: _____

Is the nominee a member of the Georgia County Clerks Association?

Yes No

Is the nominee a Certified Clerk? Yes No

Working on Certification? Yes No

Any positions held in the Association? Yes No

If yes, the offices held and committees served:

Has the nominee attended Annual Clerk Institutes? Yes No

IMPORTANT: Please provide any additional information you feel would be beneficial for the committee to base their selection. You may add additional pages.