

Kick-start your career or enhance your current knowledge at
NEW CLERK ORIENTATION

**January 13, 2010 ~ 9:00am–3:00pm ~
Chamber of Commerce ~ North Little Rock**

Program Highlights

- Duties of the Clerk, Recorder & Treasurer
- Professional Organizations
- Ordinances & Resolutions
- Agendas, Packets & Minutes
- Financial Matters



\$15 fee includes lunch, breaks and materials.

To register, call Claudia at 800-952-1165 (have credit card or billing information ready).



Presented by **University of Arkansas Global Campus**
&
Arkansas City Clerks, Recorders & Treasurers Assoc.

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ORIENTATION
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Register today!