

Town Clerk & Tax Collector

Duties of the Town Clerk's Office

Responsibilities include: Town Clerk, Records Management Officer, and Tax Collector & Registrar.

The Office of Town Clerk is a diversified position with many duties and responsibilities that are contained mainly in Section 30 N.Y.S. Town Law. The Town Clerk is the legal custodian of all town records and, therefore, is also the town's Records Management Officer responsible for the creation and maintenance of a comprehensive Records Management Program. She is the town's Licensing Agent, responsible for issuing all dog licenses, marriage licenses, handicapped parking permits, and other licenses mandated by various state and local laws. And in 2016 is now responsible for certifying and filing Birth and Death records.

The Town Clerk must also complete and accurately record the proceedings of each Town Board Meeting. In addition, the Tusten Town Clerk serves as Records Access Officer, the officer who accepts and processes FOIL (Freedom of Information) Requests. Her position is elected and carries a four-year term.

Responsible for certifications of documents, Oaths of Office, and Notices of Claims against the Town. Publishes Legal Notices in accordance with State Law. Certifies and files all Local Laws with the NYS Dept. of State. Maintains Local Law Book. Updates Town Code Book and maps as laws are adopted and distribute updates to all Boards and appropriate employees.

The Town Clerk is responsible for all license sales and fees received during the month. Monthly financial reports are prepared with the remittance of fees collected to State Agencies and local revenue turned over to the Town Supervisor.

Publishes Bid Notices, receives sealed bids, conducts bid openings, submits to Town Board for bid award, and notifies successful bidder. Schedules use of Tusten Community Hall.

[Applications & Forms](#)

[Frequently Asked Questions](#)

[Taxes](#)

Staff Contacts



[Crystal Weston](#)

Town Clerk

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[Victoria Strumpfler](#)

2nd Deputy Town Clerk

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[Leigh Delaney](#)

1st Deputy Town Clerk

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Directions

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[View in Google Maps](#)

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