City Clerk: Susan J. O'Brien
Hours: 8-4:30pm
Phone: 217-235-5654

City Hall, Second Floor
208 North 19th Street
Mattoon, IL 61938

The City Clerk's Office serves as your window to the City Council and City Hall. The Clerk's responsibilities are broad and vital to the operation and welfare of the community. The City Clerk directs the operations of the Administration Department including municipal document management, personnel management, coordination of assigned activities with other City departments and Outside agencies, and providing highly responsible and complex administrative support to the Mayor and City Council.

Some of the responsibilities of the City Clerk include:

- Attends all Council meetings and keeps records thereof.
- Plans and manages direct services to citizens including death and birth certificates, hunting and fishing licenses and other City licenses and permits.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- In charge and custody of all deeds, bonds, contracts, warrants, vouchers, books and papers belonging to the City.
- Seals and attests all contracts and has supervision of the City debt, contracts, bonds, obligations, loans, liabilities and other payments of interest.
- Oversees all City risk management, employee benefits and safety matters.

Anyone wishing to get a copy of or view a public document other than Police and Fire records should do so by filing a Freedom of Information Act request, which is available in the City

Clerk's Office.