

# City Clerk

Tina Rodriguez, [City Clerk](#)

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The City Clerk is appointed by the City Manager and is responsible for performing the administrative duties of the office as set forth by the Charter and the Oklahoma Municipal Code.

The City Clerk is responsible for:

- Maintaining and recording official City documents, records, and archives as may be provided by applicable law or ordinance;
- Serving as the City Records Management Officer, Insurance and Benefits Coordinator, and Human Resources Director;
- Providing support services to the City Manager, City Council, staff and the public.
- Serving as clerical officer of the Council;
- Keeping the journal of the Council, Boards, Commissions and Trusts proceedings, and shall enroll in a book or books kept for the purpose all ordinances and resolutions passed by them;
- Safekeeping of the seal of the City;
- Attesting and fixing the seal to documents when required in accordance with applicable law or ordinance; and
- Other powers and duties consistent with the Charter as may be prescribed by ordinance or applicable law.