



**LAGRANGE**  
GEORGIA

**Media Release**

**FOR IMMEDIATE RELEASE**

**February 16, 2023**

## **The Georgia Clerks Education Institute Recognizes LaGrange City Clerk**

***LaGrange, Ga. December 16, 2023*** – The Georgia Clerks Education Institute is recognizing LaGrange City Clerk Sue Olson for completing 101 hours of education and instruction to become a Georgia Certified Clerk.



City Clerk Sue Olson receives certification

The Georgia Clerks Education Institute Certificate Program for city and county clerks is designed to establish minimum standards and professional goals for city and county clerks. The program seeks to accomplish this by:

- Introducing new methods and approaches to enable clerks and finance officers to become more efficient and effective in their positions.
- Increasing managerial competence of city and county clerks to meet new challenges and demands placed on local government.
- Creating the opportunity for clerks to further their professional development to gain the recognition they deserve.

To earn the credentials of Georgia Certified Clerk, clerks must complete the program curriculum for municipal clerks and county clerks. The Georgia Clerks Education Certificate Program consists of 101 hours of instruction in public administration.

To receive the designation of Georgia Certified Clerk, a candidate must successfully complete courses and written assessments, which consist of applying knowledge gained in each course to practical local government situations and serve two years in a local government administrative position.

“I became City Clerk in July 2018 and immediately started working towards my certification. This certification has such a special meaning to me because after high school I was not afforded the opportunity to attend college. I’ve always wanted to further my education,” said City Clerk Sue Olson. “Being City Clerk for the City of LaGrange is definitely my dream job and I could not have achieved my goal without the support of my City Manager, Meg Kelsey.”

State law requires anyone holding the title of clerk or performing the duties of a municipal clerk or county clerk pursuant to the local charter, ordinance, or code shall attend and complete a course of training on matters pertaining to the basic performance of his or her official duties.

The Georgia Clerks Education Institute Certificate Program for city and county clerks is administered by the University of Georgia's Carl Vinson Institute of Government.

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