



The Town Clerk is the official custodian of Town records, manages the Town's public information platforms, and also provides general customer service and administrative support. The Town Clerk also serves as the Human Resources Officer for the Town, and is responsible for maintaining all employee personnel files, coordinating recruitment efforts, managing employee benefits, assisting Town department heads with personnel matters, and ensuring compliance with applicable employment laws and

regulations.

The Town Clerk is also responsible for ensuring compliance with applicable public notice requirements, responding to public information requests, and assisting the Board of Commissioners with appointments to the Planning Board, Board of Adjustment, and any ad hoc advisory boards.

Staff Contacts



[Heather Leffingwell](#)

Town Clerk and Human Resources Officer

252-393-8483 [Email](#)

[View PDF](#)

Directions

102 Dolphin Street
Cape Carteret, NC 28584
United States

[View in Google Maps](#)

34.68902912476, -77.06709086895