

# COUNTY COMMISSIONERS' CLERKS & ENGINEERS' ADMINISTRATIVE PROFESSIONALS ASSOCIATION

## MEMBERSHIP/REGISTRATION FORM

### (PLEASE PRINT)

(Please check one)  New  Change of information  Delete

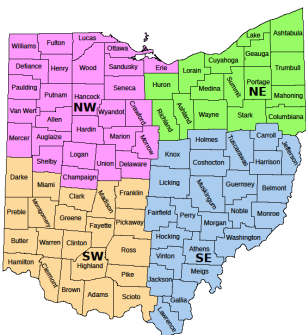
Date \_\_\_\_\_

<b>COUNTY</b>	
<b>DISTRICT YOUR COUNTY IS IN</b> (See map below)	(Please circle one) NW NE SW SE
<b>DEPARTMENT</b>	
<b>NAME</b>	
<b>TITLE</b>	
<b>ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIP CODE</b>	
<b>PHONE NUMBER</b> (Including Area Code)	
<b>FAX NUMBER</b> (Including Area Code)	
<b>E-MAIL</b>	
<b>WEBSITE ADDRESS:</b>	
<b>HOME ADDRESS &amp; Phone</b> optional	

Please Mail, Fax or Email to:

Tracy Konik  
 Huron County Engineer's Office  
 150 Jefferson Street  
 Norwalk, Ohio 44857  
 Fax Number: (419) 668-8308  
 Email: [tkonik@huroncountyengineer.org](mailto:tkonik@huroncountyengineer.org)

**Note:** In order to keep the membership roster as current as possible, please provide any additions or deletions to your office staff. If someone has retired please let us know and provide their home address, phone and email so we may add them to our honorary member roster for certificates and retiree lunch mailings





# County Commissioners' Clerks & Engineers' Administrative Professionals Association

The County Commissioners' Clerks & Engineers' Administrative Professionals Association would like to welcome you to join our group and to share some information about our organization.

The County Commissioners' Clerks & Engineers' Administrative Professionals Association (CCC/EAPA) is comprised of Ohio County Commissioners and Engineers office staff. The CCC/EAPA Executive Board encourages all Commissioners' Clerks, Engineer's Secretaries and Administrative Assistants to join this most informative organization. There is no cost to join. The board works hard to provide our membership with educational workshops and training opportunities at our conferences.

Here is a little background information:

The County Commissioners' Clerks & Engineers' Secretaries Association of Ohio was established in 1951. The name was just changed this year to The County Commissioners' Clerks & Engineers' Administrative Professionals Association. The primary purpose of the association is to better serve the County Commissioners and Engineers of Ohio.

Our purpose is achieved through:

- Studying the various duties and procedures pertaining to the offices of the Commissioners and Engineers.
- Providing a clearinghouse of useful information.
- Establishing a well organized and efficient office.
- Promoting legislation useful to our primary purpose.
- Standardizing procedures and methods.
- Advocating the adoption of proper practices and procedures.
- Stimulating continued improvements/education in the county Commissioners' and Engineers' offices.

If you would like to obtain additional information on the CCC/EAPA, or if you are interested in serving on one of the committees, please go to our website at [www.ccc-eapa.org](http://www.ccc-eapa.org). A Yahoo group to post questions and answers that arise in your office has been opened. You are encouraged to join this yahoo group at [http://groups.yahoo.com/CCC\\_EAPA](http://groups.yahoo.com/CCC_EAPA).