

Leveraging ChatGPT for City or County Clerk

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. local government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the City or County Clerk: support meeting packets, draft minutes, records coordination, and public access. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Top Executives

USAGov — State and local governments

OpenAI — Use ChatGPT

Meeting packet preparation

Agenda assembly checklist

Best used with: Chat.

Prepare a agenda assembly checklist for the City or County Clerk in [Jurisdiction], focused on meeting packet preparation. Use the pasted [Approved agenda process and submitted item summaries] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Packet completeness review

Best used with: Chat.

Prepare a packet completeness review for the City or County Clerk in [Jurisdiction], focused on meeting packet preparation. Use the pasted [Approved agenda process and submitted item summaries] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Late-item questions

Best used with: Chat.

Prepare a late-item questions for the City or County Clerk in [Jurisdiction], focused on meeting packet preparation. Use the pasted [Approved agenda process and submitted item summaries] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Meeting packet preparation

Meeting document index

Best used with: Chat.

Prepare a meeting document index for the City or County Clerk in [Jurisdiction], focused on meeting packet preparation. Use the pasted [Approved agenda process and submitted item summaries] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agenda publication handoff

Best used with: Chat.

Prepare a agenda publication handoff for the City or County Clerk in [Jurisdiction], focused on meeting packet preparation. Use the pasted [Approved agenda process and submitted item summaries] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Draft meeting minutes

Draft minutes

Best used with: Chat.

Prepare a draft minutes for the City or County Clerk in [Jurisdiction], focused on draft meeting minutes. Use the pasted [Meeting notes and supplied motion and vote records] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Motion wording check

Best used with: Chat.

Prepare a motion wording check for the City or County Clerk in [Jurisdiction], focused on draft meeting minutes. Use the pasted [Meeting notes and supplied motion and vote records] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Vote record discrepancy list

Best used with: Chat.

Prepare a vote record discrepancy list for the City or County Clerk in [Jurisdiction], focused on draft meeting minutes. Use the pasted [Meeting notes and supplied motion and vote records] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Draft meeting minutes

Action summary

Best used with: Chat.

Prepare a action summary for the City or County Clerk in [Jurisdiction], focused on draft meeting minutes. Use the pasted [Meeting notes and supplied motion and vote records] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Minutes review checklist

Best used with: Chat.

Prepare a minutes review checklist for the City or County Clerk in [Jurisdiction], focused on draft meeting minutes. Use the pasted [Meeting notes and supplied motion and vote records] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Records coordination

Records inventory template

Best used with: Chat.

Prepare a records inventory template for the City or County Clerk in [Jurisdiction], focused on records coordination. Use the pasted [Approved records procedures and document inventory excerpts] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

File naming guide

Best used with: Chat.

Prepare a file naming guide for the City or County Clerk in [Jurisdiction], focused on records coordination. Use the pasted [Approved records procedures and document inventory excerpts] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Records handoff checklist

Best used with: Chat.

Prepare a records handoff checklist for the City or County Clerk in [Jurisdiction], focused on records coordination. Use the pasted [Approved records procedures and document inventory excerpts] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Records coordination

Missing metadata list

Best used with: Chat.

Prepare a missing metadata list for the City or County Clerk in [Jurisdiction], focused on records coordination. Use the pasted [Approved records procedures and document inventory excerpts] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Procedure summary for staff

Best used with: Chat.

Prepare a procedure summary for staff for the City or County Clerk in [Jurisdiction], focused on records coordination. Use the pasted [Approved records procedures and document inventory excerpts] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public meeting information

Meeting information page

Best used with: Chat.

Prepare a meeting information page for the City or County Clerk in [Jurisdiction], focused on public meeting information. Use the pasted [Approved meeting notice details and participation instructions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Participation FAQ

Best used with: Chat.

Prepare a participation faq for the City or County Clerk in [Jurisdiction], focused on public meeting information. Use the pasted [Approved meeting notice details and participation instructions] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agenda availability response

Best used with: Chat.

Prepare a agenda availability response for the City or County Clerk in [Jurisdiction], focused on public meeting information. Use the pasted [Approved meeting notice details and participation instructions] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public meeting information

Public comment process explainer

Best used with: Chat.

Prepare a public comment process explainer for the City or County Clerk in [Jurisdiction], focused on public meeting information. Use the pasted [Approved meeting notice details and participation instructions] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Notice detail verification

Best used with: Chat.

Prepare a notice detail verification for the City or County Clerk in [Jurisdiction], focused on public meeting information. Use the pasted [Approved meeting notice details and participation instructions] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Boards and commissions

Roster update checklist

Best used with: Chat.

Prepare a roster update checklist for the City or County Clerk in [Jurisdiction], focused on boards and commissions. Use the pasted [Approved board roster and meeting calendar] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Board calendar digest

Best used with: Chat.

Prepare a board calendar digest for the City or County Clerk in [Jurisdiction], focused on boards and commissions. Use the pasted [Approved board roster and meeting calendar] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

New member orientation outline

Best used with: Chat.

Prepare a new member orientation outline for the City or County Clerk in [Jurisdiction], focused on boards and commissions. Use the pasted [Approved board roster and meeting calendar] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Boards and commissions

Appointment paperwork tracker

Best used with: Chat.

Prepare a appointment paperwork tracker for the City or County Clerk in [Jurisdiction], focused on boards and commissions. Use the pasted [Approved board roster and meeting calendar] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Board meeting preparation sheet

Best used with: Chat.

Prepare a board meeting preparation sheet for the City or County Clerk in [Jurisdiction], focused on boards and commissions. Use the pasted [Approved board roster and meeting calendar] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Clerk office continuity

Deputy clerk handoff

Best used with: Chat.

Prepare a deputy clerk handoff for the City or County Clerk in [Jurisdiction], focused on clerk office continuity. Use the pasted [Clerk office procedures and workload notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Meeting-day checklist

Best used with: Chat.

Prepare a meeting-day checklist for the City or County Clerk in [Jurisdiction], focused on clerk office continuity. Use the pasted [Clerk office procedures and workload notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office coverage outline

Best used with: Chat.

Prepare a office coverage outline for the City or County Clerk in [Jurisdiction], focused on clerk office continuity. Use the pasted [Clerk office procedures and workload notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Clerk office continuity

Procedure revision log

Best used with: Chat.

Prepare a procedure revision log for the City or County Clerk in [Jurisdiction], focused on clerk office continuity. Use the pasted [Clerk office procedures and workload notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Monthly clerk activity summary

Best used with: Chat.

Prepare a monthly clerk activity summary for the City or County Clerk in [Jurisdiction], focused on clerk office continuity. Use the pasted [Clerk office procedures and workload notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.