

TOWNSHIP CLERK'S STATUTORY DUTIES

Maintains custody of all township records; Maintains general ledger; Prepares warrants for township checks; Records and maintains township meeting minutes; Keeps the township book of oaths; Responsible for special meeting notices; Publishes board meeting minutes ; Keeps voter registration file; Runs and coordinate elections; Keeps township ordinance book; Prepares financial statements; Delivers tax certificates to supervisor and county clerk by September 30th; Must appoint a deputy; Maintains employee records; Processes accounts payables; Processes employee payroll and taxes; Purchaser of all office supplies.

Other desirable skills: Knowledge of Government operations; Effective interpersonal skills; Leadership abilities; Administrative skills; Knowledge of current Township issues, services, and policies.