

## Belvidere Township

|  |                         |                         |                      |
|--|-------------------------|-------------------------|----------------------|
| <b>Job Title:</b>  | Township Clerk          | <b>REPORTS TO</b>       | Elected Position     |
| <b>Department/Group:</b>   |                         | <b>Job Code/ Req#:</b>  |                      |
| <b>Location:</b>   | Six Lakes, MI           | <b>Travel Required:</b> | Some Travel Required |
| <b>Level/Salary Range:</b>   | \$18,060 per year       | <b>Position Type:</b>   | Elected Position     |
| <b>HR Contact:</b>   |                         | <b>Date Posted:</b>     |                      |
| <b>Will Train Applicant(s):</b>  | Will Train Applicant(s) | <b>Posting Expires:</b> |                      |
| <b>External Posting URL:</b>   |                         |                         |                      |
| <b>Internal Posting URL:</b>   |                         |                         |                      |
| <b>Applications Accepted By:</b>   |                         |                         |                      |
| <b>FAX OR EMAIL:</b>   |                         | <b>MAIL:</b>            |                      |
| Fax number or Email  |                         | BELVIDERE TOWNSHIP      |                      |
| Subject Line:  |                         | PO BOX 144              |                      |
|  |                         | 107 VESTA STREET        |                      |
|  |                         | SIX LAKES, MI 48886     |                      |
| <b>Job Description</b>   |                         |                         |                      |
| <b>ROLE AND RESPONSIBILITIES</b>   |                         |                         |                      |
| <ol style="list-style-type: none"> <li>1. Maintains custody of all township records not assigned by law to another office.</li> <li>2. Maintains general ledger.</li> <li>3. Prepares warrants for township checks.</li> <li>4. Records and maintains township meeting minutes.</li> <li>5. Keeps the township book of oaths</li> <li>6. Responsible for special meeting notices</li> <li>7. Publishes board meeting minutes</li> <li>8. Keeps voter registration file and administers election functions</li> <li>9. Keeps township ordinance book</li> <li>10. Prepares some financial statements</li> <li>11. Delivers tax certificates to supervisor and county clerk by September 30 for winter, and should do the same by June 30 for summer collection.</li> <li>12. Door key cards</li> <li>13. Security camera review</li> <li>14. Involved in audit</li> <li>15. Refuse</li> </ol> |                         |                         |                      |
| <b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>   |                         |                         |                      |
| High school degree – recommended   |                         |                         |                      |
| Township resident and register voter   |                         |                         |                      |
| <b>BENETICIAL SKILLS</b>   |                         |                         |                      |
| Software: Microsoft word, excel, QuickBooks and Adobe.   |                         |                         |                      |
| <b>ADDITIONAL NOTES</b>  |                         |                         |                      |
| Must appoint a deputy  |                         |                         |                      |

**Belvidere Township**

|  |      |            |           |
|--|------|------------|-----------|
| Must post a surety bond<br>Attend Monthly Meetings |      |            |           |
| Reviewed By:                                       | Name | Date:      | Date      |
| Approved By:                                       | Name | Date:      | Date      |
| Last Updated By:                                   | Name | Date/Time: | Date/Time |