

Douglass Township
Clerk
Job Description

QUALIFICATIONS:

To qualify for Township Clerk, a person must be a Township elector, but property ownership is not required. A person must be a U.S. citizen, at least 18 years of age, and registered to vote and a 'qualified elector' of the Township by the filing deadline. ([MCL 168.342](#))

STATUTORY DUTIES and RESPONSIBILITIES: Perform any or all of the following essential functions. (These examples do not include all of the duties which the employee may be expected to perform). The Clerk shall:

1. Maintain custody of all Township records
2. Maintain general ledger
3. Prepare warrants for Township checks
4. Record and maintains Township meeting minutes at behest of Supervisor
5. Keep the Township Book of Oaths
6. Be responsible for special meeting notices
7. Keep voter registration file and conduct elections or oversee the Deputy Clerk/Election Chairperson in this capacity
8. Keep Township Ordinances book
9. Prepare financial statements
10. Deliver tax certificates to Supervisor and County Clerk by Sept. 30
11. Shall appoint a Deputy
12. Shall post a surety bond
13. Shall hold office hours (hours at own discretion)
14. Answer phone, emails, of Township residents

ADDITIONAL DUTIES:

1. Work collaboratively with Township Board Members
2. Utilize consensus-building techniques
3. Demonstrate ethical behavior