

**Kalamazoo Charter Township Clerk
Job Description
Part-time**

The office of Clerk for a charter township has numerous statutorily assigned duties and responsibilities, most of which are administrative in nature. In addition to ancillary duties related to Township Board operations, Michigan law requires the township Clerk to carry out three major responsibilities, which include (1) township record keeping, (2) financial operations, and (3) elections.

The clerk may be assisted with the administrative operations for the township and may delegate certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the Clerk's statutory responsibilities and that these duties may be assumed at the Clerk's discretion at any time.

Generally, the clerk is expected to be serving in their official capacity 10 to 15 hours per week during normal business hours.

TASKS OF THE CLERK:

A. Township Records

The Clerk has custody of all the records, books, and papers, including electronic records of the township, unless state law makes other provision. (MCL 41.65) The clerk must oversee compliance with all rules pertaining the keeping of such records.

The Clerk shall review the township minutes prior to presenting them to the board for approval and see that the minutes of each proceeding township board meeting are entered in the minute book and each order, direction or rule made by the township board is entered in the appropriate book of records of the township.

B. Maintains the Township Book of Oaths

The township Clerk shall file and safely keep all certificates of oath required by law to be filed in the Clerk's office. (MCL 41.65)

C. General Ledger

The Clerk will meet as necessary with the Manager and financial staff to review the revenue/expenditure report, aged accounts, and other financial records, ask questions, raise concerns, discuss the fiscal implications and propose recommendations and plans.

D. Warrants for Township Checks

The Clerk shall review the invoice report and invoices prior to board meetings.

E. Financial Statements

The Clerk shall meet with the township auditors, as appropriate and necessary, and shall participate in the management review of the audit prior to presentation to the full board.

F. Tax Certificates

The Clerk shall be provided an opportunity to review the necessary form and any related documents. The necessary form shall be signed by the Clerk. If the Clerk is absent and cannot be reached prior to September 30, the deputy Clerk shall execute the form and provide a copy for the Clerk's review upon return.

G. Voter Registration Files and Elections

The Clerk is the chairperson of the election commission. The township Election Commission, which consists of the Clerk and two trustees of the board, is in charge of all township elections. (MCL 42.4)

1. The Clerk shall receive updates, by either phone or email, to ensure that the Clerk can properly supervise the elections process.
2. The Clerk shall retain responsibility to establish the boundaries and determine the size of the township precincts, working with and through the Elections Commission.
3. The Clerk shall oversee the maintenance of the township's voting equipment and have final authority on recommending additional purchases to the township board.
4. The Clerk shall oversee the proofing of ballots have final approval regarding the furnishing of election supplies prior to finalizing any order.
5. The Clerk shall bring the list of selected inspectors to the Elections Commission for appointment.

H. Taking Office.

The Clerk shall ensure that the board members and other appointed officials take the necessary oath of office and that a bond is filed, in an amount and with sureties as required and approved by the township board. (MCL 41.69)

I. Appointing a Deputy

The Clerk must appoint a deputy, who serves at the pleasure of the Clerk. In case of absence, sickness, death or other disability of the Clerk, the deputy possesses the powers and performs the duties of the Clerk, except that the deputy does not have a right to vote on the township board. The township board determines the compensation of the deputy. (MCL 41.69)

J. Elected Official

The Clerk serves as an elected and voting member of Charter Township Kalamazoo Board of Trustees and member of various other boards and committees.

Approved by the Board: 22 February 2016