

## **Position Description Charter Portage Clerk**

**Contact Information:** (906) 482 – 4310  
clerk@charterportagetwp.org

**General Requirements:** Is an elected position – Must be a registered voter officially residing in Portage Township.

**Benefits:** Pension

**Salary:** Salaried – established by Township Board

### **Job Summary:**

Possesses a general knowledge concerning the Charter Township's governmental responsibilities, functions, and legal powers. Fully understands and adheres to statutory duties and responsibilities of the Office of the Clerk. Maintains custody and safeguards all Township records; prepares purchase orders, cross references the bills generated; maintains the general ledger, the book of oaths as well as the Township ordinance book. Is responsible for the posting/advertisement of regular and special meetings; records, maintains and publishes board minutes; keeps voter registration files; is the Chair of the Township's Election Commission and conducts elections; prepares financial statements and delivers both the tax certificates to the Supervisor and to the County Clerk by September 30 of each year. Appoints a Deputy and must post a surety bond. Has office hours that makes him/her accessible to the public and upholds the Constitution of the United States, the State of Michigan and all the ordinances and resolutions of the Charter Township of Portage.

### **Job Experience and Education:**

Minimum: High School Graduation. Any additional schooling a plus.  
1-3 years of experience in working with accounting and billing procedures relating to Township Government would be beneficial.

### **Job Duties and Responsibilities:**

1. Serves the proper public notification, assists in the agenda preparation, supplies a Clerk's report, sets up for the monthly Board meetings, has the previous months minutes available for review/approval and takes the minutes of the Board meeting.
2. Pays the Township's bills using a purchase order (P.O.) with the appropriate department tracking and affixes the associated bill to the P.O.
3. Prepares a list of the monthly billing and makes it available prior to each monthly board meeting..
4. Prepares time cards that evidence the proper departmental billing/accounts charged, proper vacation and sick totals. Insures that all the payroll taxes and pension donations are all accurately levied and computed on the payroll records.

5. Maintains and safeguards the Township's personnel records.
6. Completes in an accurate and timely fashion USDA – Rural Development forms as well as all other federal form requests quarterly as well as the fiscal year end.
7. Completes the year end reports for the pension fund, accident fund, the unemployment reporting. Plus completes and mails the w-2 tax statements in a timely and accurate fashion.
8. Acts as the Chairperson for the Elections Committee which includes calling and training workers, maintaining the security of the ballots and records, the maintenance, charging and testing of voting machines, setting up at the precincts, registering voters, ordering the needed ballots and supplies, maintaining precinct maps, Saturday service/on call on election day, coordinating the election with the various school districts, monitoring the State QVF site through the direct link, etc.
9. Assists with the year end audit by supplying the needed information to the Township's Auditor and correlates the audit results for the F-65 filing.
10. Prepares an annual budget if needed for the local, State and Federal elections.
11. Assists in the formulation and prepares the Township's overall budget for Board review and once approved enters the budget in Quick Books.
12. Prepares an annual budget for the Clerks office and assists with the ordering of all the needed supplies over the course of the year.
13. Maintains and updates the Clerk's Departmental portion of the Township's web page.

Recommended by the Personnel Committee on   7   day of   March  , 2013  
Approved by the Township Board on   6   day of   June  , 2013

*The Charter Township of Portage is an Equal Opportunity Provider and Employer*