

Clerk

- 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 regular and special meeting notices
- Publishes board meeting minutes (*if taxable value is \$72 million in 2008, annually indexed, or a charter township*)
- Keeps voter registration file and conducts elections
- Chair of township elections commission
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk

by September 30

- Must appoint a deputy (see below)
 - Must post a surety bond
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Deputy Clerk

MCL 41.69: The township clerk **shall** appoint a deputy, who shall serve at the pleasure of the clerk.

- The deputy shall take an oath of office and file the oath with the clerk.
 - In case of the absence, sickness, death, or other disability of the clerk, the deputy shall possess the powers and perform the duties of the clerk, except the deputy shall not have a vote on the township board.
 - The deputy shall be paid by salary or otherwise as the township board determines.
 - With the approval of the township clerk, the deputy may assist the township clerk in the performance of the township clerk's duties at any additional times agreed upon between the board and the clerk, except the deputy shall not have a vote on the township board.
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Core Competencies

In addition to the duties required by law, a township clerk will benefit from developing skills and knowledge in several core areas:

Core Competencies: Township Clerk

(1) Township Government Operations

- * Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- * Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- * Understands the statutory duties and responsibilities of the office of township clerk
- * Aware of the roles and responsibilities of other elected and appointed offices in the township
- * Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- * Understands how township policies and procedures are set
- * Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

(2) Interpersonal Skills

- * Communicates effectively
- * Listens attentively
- * Works effectively with individuals, departments and committees to achieve desired outcomes
- * Possesses knowledge of what constitutes ethical behavior
- * Manages adversity and hostility effectively
- * Delegates tasks appropriately

(3) Leadership Abilities

- * Possesses vision, especially relative to the township's needs or potential
- * Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- * Possesses effective policy-making skills and decision-making skills
- * Utilizes consensus-building techniques
- * Possesses persuasive/influential abilities
- * Motivates others to achieve desired outcomes
- * Utilizes public relations skills to position the township positively

(4) Administrative Skills

- * Possesses knowledge of the communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- * Understands the township budget and the clerk's role in monitoring budget
- * Aware of purchasing policies and the bid process
- * Demonstrates knowledge of uniform chart of accounts and township accounting practices
- * Possesses understanding of personnel administration and human resources matters
- * Has ability to transcribe minutes of the proceedings of each township board meeting in an accurate and proper manner
- * Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- * Possesses knowledge of elections and clerk's role in overseeing the elections process

(5) Township Issues

- * Possesses knowledge about current issues affecting townships
- * Aware of legal matters that could impact the township
- * Understands the elements of risk management
- * Aware of financial matters affecting the township, including revenue sources
- * Possesses knowledge about land use
- * Understands the planning and zoning process
- * Possesses knowledge of township services and their policy implications