



Job Opening: TOWNSHIP CLERK

Job Opening Search

Job #:

Description: TOWNSHIP CLERK

Long Description: THIS IS A MANAGEMENT POSITION WHICH REQUIRES RMC CERTIFICATION. Acts as Clerk to the governing body and the municipality and participates in the activities legally described by statute in the Clerk's Office including but not limited to agenda and minutes preparation, election responsibilities, record management, response to public records request, licensing responsibilities, vital statistics, oath of office and attendance at

Date Posted: 12-18-2021

Job Category:

Job Class:

Job Location:

Required Education Level: Associates or Higher

Job Title: TOWNSHIP CLERK

EEO1 Job Category: First/Mid Level Officials and Managers

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Confidential Job: true

of Openings: 1

Required Skills:

Skill Description	Skill Level Description	Requirement
Ability to Multi-task and excel in demanding environments	Proficient	Required
Ability to interact with the public in a professional manner	Proficient	Required
Registered Municipal Clerk Certification		Preferred

Applications for this Job:

Application Number	Submitted On	Current Employee	First Name	Last Name	Address1	Address2	City	County	State/Province	County	ZIP/Postal Code	Phone Number
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Edit Job Opening

Job Opening Online Application History

Job Number:

Description: (1) TOWNSHIP CLERK

Long Description Type:

Text

Long Description:

THIS IS A MANAGEMENT POSITION WHICH REQUIRES RMC CERTIFICATION. Acts as Clerk to the governing body and the municipality and participates in the activities legally described by statute in the Clerk's Office including but not limited to agendas and minutes preparation, election responsibilities, record management, response to public records request, licensing responsibilities, vital statistics, oath of office and attendance at Mayor and Council meetings. Additional details of responsibilities below.

IMPORTANT NOTICE: THIS IS AN EXEMPT MANAGEMENT POSITION (not an office clerk position)

Minimum Requirement:

Two (2) years working in a Township Clerk's office and Registered Municipal Clerk (RMC) certification is required. The Township Clerk shall be responsible to fulfill all duties of the Township Clerk office. Must have experience and ability to supervise staff. The candidate must possess excellent written and oral communication skills, have proficiency in Word, Excel and Outlook, and strong customer service skills. Must also have

Hiring Manager(s):

First N... Last N... Display...

No Rows To Show

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0 Record(s)

Job Opening Status:

Closed - Filled

Start Date:

01-03-2022

Date Posted:

12-18-2021

Date Filled:

01-12-2022