



Job Title: **Board Clerk, Part-Time**
Reports to: Township Administrator
Compensation: \$300/month

POSITION SUMMARY

The Board Clerk attends all meetings of the Board of Trustees, Zoning Commission, and the Board of Zoning Appeals to take roll call, document discussions, votes, and motions; facilitates and communicates with the Board Chairman, Fiscal Officer/Clerk or committee chairperson to confirm and clarify the actions and decisions of the related board.

DUTIES AND RESPONSIBILITIES

- Attends meetings of the Board of Trustees, Zoning Commission and the Board of Zoning Appeals to take roll call, document discussions, votes, and motions; facilitates and communicates with the Township Administrator or committee chairperson to confirm and clarify the actions and decisions of the related governing body or board.
- Writes meeting minutes clearly and concisely using standard grammar, punctuation, and syntax; proofreads and edits as required; maintains detailed notes and condenses minutes into final form for subsequent review and approval into the official record. Records, identifies, and labels contents of meeting audio/video records, when applicable.
- Attends meetings after normal business hours.
- operates portable audio/video recording equipment as may be required.
- Performs quality assurance audits of township documents for completeness and accuracy; returns for correction and updating as necessary; labels and indexes contents in designated meeting folders.

DESIRED SKILLS AND EXPERIENCE

- High school diploma (or GED) some vocational or college courses preferred; or an equivalent combination of education training and experience.
- YouTube and Microsoft Office skills, with an ability to become familiar with organization-specific programs and software.
- Strong grammar and writing skills.
- Friendly, positive, and professional demeanor.