



Clerk Duties and Responsibilities

The South Grove Township Clerk serves as Clerk to the Township Board of Trustees and Highway Commissioner. The Clerk is required to keep accurate records of all meetings of the Township Board of Trustees. The Clerk, in collaboration with the Supervisor, is responsible for publishing or posting certain specific notices. The Clerk serves as clerk of the road district and maintains the records of highway commissioner. The Clerk is required to “attest” to the signature of the Township Supervisor on all payments made. The Clerk is also the local election authority and is responsible for accepting petitions concerning local elections.

The Clerk is expected to attend and record minutes for monthly South Grove Township meetings held on the 2nd Tuesday of the month at 7:00 pm. Every year at the annual township meeting held on the 2nd Tuesday of April, the Clerk calls the township meeting to order and requests nominations for a moderator to run the meeting. After a moderator is elected and seated, the Clerk records minutes of the annual township meeting.

The Clerk should have good organizational and communication skills and basic bookkeeping, Word, and Excel experience. South Grove Township provides a monthly stipend of \$375 (\$4,500 annually) to the Clerk with anticipated time commitments of 10-15 hours per month.

The South Grove Township Clerk also serves as Clerk to the South Grove-Mayfield Multi-Township Assessors District which meets twice annually and provides an annual stipend of \$230.

Duties for South Grove Township Clerk

1. Capture monthly meeting minutes
2. Attest to the signature of Supervisor on payments
3. Review monthly bank statements and reconciliations prepared by Supervisor
4. Serve as backup to Supervisor for bill payment and payroll processing
5. Submit required documents to DeKalb County Clerk’s office
6. Post website and Facebook content in collaboration with Supervisor/Highway Commissioner
7. Maintain records and provide support to the Supervisor/Highway Commissioner
8. Call the annual township meeting to order and request nominations for moderator
9. Swear in newly appointed or elected officials
10. Receive ballot packets for elections and submit to DeKalb County Clerk’s office

To Apply

Email questions and/or your interest along with background and experience to SouthGroveTownship@gmail.com.