

Silver Creek Township

Clerk/Treasurer (Part-Time)

Pay Range: \$25.00 – \$32.00 per hour

Employment Type: Part-Time (20–25 hours per week)

Position Overview

Silver Creek Township is seeking a qualified and dependable **Clerk/Treasurer** to serve as the Township's chief administrative, financial, and election official. This position is responsible for maintaining township records, managing financial operations, administering elections, and providing public-facing services to township residents.

The Clerk/Treasurer works independently with limited daily supervision and reports to the Town Chairperson and Town Board.

Work Schedule

- Average **20–25 hours per week**, as set by the Town Board
 - Attendance required in office days and at **two township board meetings per month**
 - Maintains regular office hours for public access to township services
 - Extended hours required on election days
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Key Duties & Responsibilities

- Prepare, post, and publish Town Board meeting agendas
- Prepare meeting packets, attend meetings, and record official minutes
- Maintain all official township records and proceedings
- Manage township financial records, accounts, and reporting
- Sort and manage mail, emails, and official correspondence
- Respond to public inquiries and provide township information
- Administer all local, state, and federal elections, including:
 - Coordinating election judges
 - Completing required training and testing of voting equipment

- Organizing and staffing polling place operations
 - Serve as Township **Notary Public**
 - File all required state and federal reports
 - Utilize Minnesota State accounting systems, including **CTAS**
 - Maintain the Township website
 - Respond to emergency situations as needed
 - Hire and supervise a Deputy Clerk and arrange coverage when absent
 - Perform other duties as assigned by the Town Board
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Supervision & Accountability

- Reports to the **Town Chairperson**; when unavailable, to a Town Supervisor
 - Time-off requests must be approved by the Town Chairperson or Supervisor
 - Responsible for arranging coverage during absences
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Salary, Benefits & Evaluations

- Salary and benefits are set annually at the Township Organizational Meeting
 - Compensation reviewed each year beginning in November
 - Performance evaluations:
 - 3 months after hire
 - 6 months after hire
 - Annually thereafter (Nov–Dec)
 - Pay increases considered based on performance evaluations
 - Paid holidays and 16hrs of PTO a year.
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Qualifications

- Ability to work independently in a solo office environment
- Strong organizational, communication, and record-keeping skills

- Computer proficiency required
 - Experience with accounting systems (CTAS) and municipal operations preferred
 - Prior Clerk/Treasurer or election administration experience a plus
 - Ability to respond to emergency situations
 - Willingness to learn new systems and procedures
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How to Apply

Interested candidates should download an application from www.silvercreektwp.com or stop by the office.

Silver Creek Township is an Equal Opportunity Employer.