

Silver Creek Township Clerk/Treasurer Position

Silver Creek Township is seeking a qualified individual to fill the open position of Town Clerk/Treasurer. The individual will be required to complete the duties and function as the administrative head of the Township under the direction of and supervision of the Board. The work schedule requires flexible hour as the individual will be required to attend at least 2 evening meetings. There are also 12 hours per week, during the day that the office is open to the public. The average weekly hours are 20 to 25.

Principal Duties and Responsibilities

- . Prepare and post/publish Towns Board Meeting agendas, prepares meeting information packet for Town Board members for bi-monthly Board meeting, attends and record minutes of all Board meeting.
- . Sort mail, emails and correspondence
- . Respond to inquiries from the public
- . Maintains all official records and proceedings of the Board.
- . Maintains financial record of the Town
- . Administer all elections for the Township; local, state and federal, including such activity as: contacting election judges to work at elections, attend all required training and testing of ballot machines and organize the setup of the polling place at the Town Hall. Work on election days up to 18+ hours.
- . Serve as notary public.
- . Ability to work independently in a solo office with little to no daily oversight
- . Willing to learn CTAS, the MN State accounting system, and how to maintain Township website.
- . Must be able to respond to emergency situations.
- . Such other duties and responsibilities as may be assigned by the Town Board.

Job Skills

1. Computer Microsoft office experience
2. Experience with accounting, including Payroll, claims and receipts
3. Prior experience as Town Clerk/Treasurer
4. Working at elections

Job Status

Employment: Part Time

Paid bi-monthly

Average work hours: 20 to 25 per week.