

Fall Lake Township Clerk

Fall Lake Township is seeking a dependable, organized, and community-focused individual to serve as Township Clerk.

Responsibilities:

- Prepare meeting agendas and record meeting minutes
- Maintain township records and correspondence
- Publish required notices and legal postings
- Assist with election administration
- Respond to resident inquiries and support Township Board operations

Qualifications:

- Strong organizational and communication skills
- Proficiency with Microsoft Office and email
- Ability to work independently and maintain accurate records
- Experience in local government or administrative work preferred

Position: Part-Time

Compensation: \$900.00/meeting

To apply, submit a resume and cover letter by **October 28th 2026** to falllaketownship@falllaketownshipmn.gov or

Fall Lake Township PO Box 599, Ely MN 55731.