

APPLICANTS SOUGHT FOR MITCHELL TOWNSHIP CLERK

The Mitchell Township Board is seeking applicants for the position of Township Clerk due to retirement of current Clerk as of January 1, 2023. Individuals who are **residents of Mitchell Township** and are interested in applying for the position should send a letter of interest by September 9, 2022, including any special qualifications they may have, to:

Carla Brimm, Supervisor
6665 W. Small Road
Curran, MI 48728
carlabrimm@gmail.com

The individual appointed to the position would serve until the next general election of November 2024.

Should have knowledge of QuickBooks, QuickBooks Payroll, Windows 10 and Microsoft Office. Must be able to multitask and to put the good of the community above their own personal agenda. Need to be able to pass a background check.

Duties of the Township Clerk include, but are not limited to:

Maintains custody of all Township records

Prepares Township checks

Prepares payroll for Township employees; issues W-2's and 1099's

Prepares W-3, 1096 and Annual State Wage Report

Prepares quarterly UIA and federal and state deposit reports

Records and maintains Township meeting minutes

Keeps the Township Oaths of Office

Responsible for regular and special meeting notices

Publishes Board meeting minutes

Keeps voter registration file and conducts elections

Chair of Township Elections Commission

Keeps Township ordinances

Must appoint a deputy

