

## **Woodhull Township is looking to fill a DEPUTY CLERK POSITION IMMEDIATELY**

**The Deputy Clerk will be involved in assisting the Clerk with some of his/her statutory duties as follows:**

### **Township Clerk's Statutory Duties**

- Maintains custody of all township records – Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Prepare information packets for monthly Board meetings
- Responsible for special meeting notices
- Publishes board meeting minutes
- Keeps township website up to date
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Must appoint a deputy

**THIS IS A PART – TIME PAID POSITION (monthly salary). You will be compensated for training and mileage to and from training, working elections, and attending meetings.**

Individuals applying should be residents of Woodhull Township. Available and willing to work Elections, attend Regularly scheduled Board Meetings (the 1<sup>st</sup> Wednesday of every month at 7pm), and have flexible schedules on evenings/weekends around election dates.

We ask that interested applicants are comfortable using Microsoft Office (word, excel) and willing to be trained on BS&A program and Election software. Have good time management and organizational skills. Effective oral and written communication skills. We ask that interested applicants consider themselves highly motivated, passionate about serving Woodhull Township, and willing to learn and grow in the township government environment.

If interested please submit a resume or letter of interest to Supervisor Kay Nickols at [woodhullsupervisor@gmail.com](mailto:woodhullsupervisor@gmail.com) and Sandy Winans at [woodhulltwp@gmail.com](mailto:woodhulltwp@gmail.com)