

ST JAMES TOWNSHIP

TOWNSHIP CLERK VACANCY POSTING

St James Township is seeking applications for the board position of Township Clerk. The responsibilities of the clerk are summarized below. The vacancy will be appointed for the remainder of the current term (through November 2020). The candidate appointed shall reside within St James Township and shall take office on July 1, 2018. This is a paid position, paying \$16,000.00 per year.

Board Member

The Clerk is elected every four years at the time of the Presidential Election and serves as a voting member of the Township Board which includes but is not limited to the following responsibilities:

- Adopting Township policies, Adopting Township ordinances, Approving the budget, Serving on assigned committees

Election Administration

The Clerk administers all elections in St James Township. The Clerk plans, organizes, and oversees election activities including but not limited to:

- Processing of absentee ballots: Preparing voting devices, ballot cans, etc.; Supplying necessary supplies for election day; Proofing ballots; Training Election Inspectors; Issuing, validating, and certifying petitions for local candidates and issues; Relocation of precinct boundaries

Voter Registration

The Clerk maintains the voter registration files, which includes but is not limited to:

- Registering new voters; Making address/name changes to current voters; Canceling voters when they move or become deceased; Issuing voter ID cards to all voters; Maintaining Voter Master Cards with signatures of all registered voters; Updating voter history for all voters after each election

Records Management

- The Clerk is the official custodian of Township records, books and documents such as oaths, bonds, ordinances, and resolutions. The Clerk is also responsible for the producing and keeping of minutes for the Township Board of Trustees meetings; The Clerk's Office maintains records in accordance with the State of Michigan Record Retention Schedule. The Clerk's Office also publishes and posts legal notices.

Financial Records

Under State Statute the Clerk is responsible for keeping a record of the expenditures made for the Township, which includes but is not limited to:

- processes accounts payable; payroll, and general ledger

The position will remain open until filled with priority given to applications submitted by **4:00 p.m. on Friday, June 15, 2018**. Any interested applicants must submit a letter of interest explaining how they can carry out the responsibilities. Letters may be submitted: by email (preferred), US Mail, or drop off to:

Supervisor Kathleen McNamara, mcnamara.stjamestwp.bi@gmail.com

PO Box 85

37830 King's Highway,

Beaver Island, MI 49782

Supervisor: Kathleen McNamara
Treasurer: Diane McDonough
Clerk: Alice Belfy
Trustee: Travis Martin
Trustee: Jeff Powers

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