

Clerk

Township of Spring Arbor

Legal Qualifications

- 18 Years of age
- United States Citizen
- Registered to vote in Spring Arbor Township
- Must be a resident of Spring Arbor Township

Legal Responsibilities

- Is responsible for custody of all records (including ordinances), books, and papers of the township, if no other law so provides
- Is responsible for general accounting functions of the township including but not limited to general ledger, accounts payable (including 1099 reporting) and fixed assets. The township uses fund accounting procedures, and transactions are categorized in a chart of accounts prescribed by the State Treasurer.
- Is a member of the township board, and acts as secretary of the board and permanent records and files
- Maintains voter registration records for the township, and conducts all elections in the township in a manner prescribed by State law

Other Responsibilities

- All payrolls including payment of all payroll taxes, filing of quarterly and annual reports with the State and Federal government, and all tax forms for employees
- Administers the employee benefit plans provided by the township
- Timely advertising and tracking of rezoning, variance, conditional use, and site plan activity
- Is a member of the Township Budget Committee, and is responsible to provide financial information and support to the supervisor, budget committee, and Township Board as may be required from time to time for budget preparation and analysis
- Sale of cemetery lots, and records pertaining thereto
- Functions as human resources official of Township

Commentary

- Spring Arbor Township has a tradition of elected officials performing substantially all of the tasks associated with their office, with the assistance of an appointed deputy. The Board has held that this is the best manner in which the Township can serve its constituents. The Board has an expectation that officials will work approximately 34 hours per week to accomplish this. This is an average since certain tasks and times of the year require more effort.
- There are three elected officials in the township which serve at the will of the electorate....Clerk, Treasurer, and Supervisor. Each has their specific legal responsibilities in addition to others that may be assigned by the Township Board.
- Each official has the responsibility to carry out their duties in a manner that is professional and best meets the needs of the township.
- It is expected that the officials will cooperate with each other to assure that all township functions are effectively and efficiently executed, and that a positive working environment is maintained

- Township officials serve four (4) year terms, and are elected at the presidential election. It is expected that candidate will be willing to run for office in 2024.
- Spring Arbor Township is a “general law” township

Note

- The foregoing description and commentary regarding the clerk position encompasses the significant aspects of the position, but is not intended to be all inclusive.

DHerlein
12/22/22