

Hamlin Township, Mason County, MI

Job Posting: Clerk

General Summary

Hamlin Township, Mason County, MI is seeking to fill the elected position of Township Clerk. This 2-year position will require the election process in the 2026 Mid-Term Election and then again in the 2028 Primary Election.

The Clerk is primarily responsible for maintaining official records of a township, including meeting minutes, ordinances, resolutions, financial documents, and voter registration, while also overseeing the administration of township elections, essentially serving as the official record keeper and election manager for the township government.

The Clerk also works closely with the Treasurer to track of township finances, including the general ledger and preparing financial statements. The Clerk will be a voting member for the Township Board of Trustee so an understanding of governance and township matters is required.

Township Clerk's Statutory Duties:

Maintains custody of all township records	Maintains general ledger
Prepares warrants for township checks	Records and maintains township board meeting minutes
Keeps the township book of oaths	Responsible for most board special meeting notices
Publishes board meeting minutes	Keeps voter registration file and conducts elections
Keeps township ordinance book	Prepares financial statements Delivers tax certificates
Must appoint a deputy	Must qualify and post a surety bond

Required Minimum Qualifications

The successful candidate will have the following minimum education and experience.

1. A high school diploma or GED is required.
2. Experience in an office setting performing administrative or office management duties and a general understanding of accounting and financial reporting.
3. Ability to work independently and has a strong desire to learn municipal governance.
4. Ability to work a flexible work schedule.
5. Must be a qualified elector

Salary and Benefits

Salary range for the position is \$32,448.02 per year. The Township offers a benefits package of health and vision coverage.

How to Apply

Applications will be received until 12:00 pm December 20, 2024.

Interviews will be held in the Hamlin Township Board of Trustee meeting December 23, 2024 at 6:00 pm at the Hamlin Township Hall - 3775 N. Jebavy Dr. Ludington, MI 49431.

Interested applicants must submit cover letter and resume to: cathylewis@yahoo.com

Questions can be directed to: Township Clerk: Cathy Lewis at 231-613-0083

Hamlin Township is an Equal Opportunity Employer