

Township Clerk Position Open:

The Township Clerk has decided to step down as the Jonesfield Township Clerk. To qualify for township clerk, a person must be a township elector, but property ownership is not required. An elector is defined as someone 18 years of age, who is a U.S. Citizen and has lived at least 30 days in the township for which they will serve. This will be an appointed position until the med term election in 2018. The application deadline is August 28, 2017. Interviews will be conducted.

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
- Responsible for special meeting notices
- Publishes board meeting minutes to township Website.
- Keeps voter registration files and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond