

Clerical Office Position
Job Description and Duties

Job Description

- Front-line person for township
- Must take oath of office and be bonded
- Reports directly to township supervisor

Duties

- Greet and direct visitors to the township
- Answer questions if knowledgeable or directs the person to the one who can
- Answer phones
- Order supplies
- Must be able to communicate well with township residents and contractors
- Must be willing to attend training locally and out of town
- Works with IT contractors to keep up website
- Cooperates with and helps the clerk, treasure, and assessor as available
- Perform other duties that may be assigned by township supervisor