

## KRAKOW TOWNSHIP CLERK

Elaine M. Misiak

### **Statutory Duties and Responsibilities**

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- Responsible for regular and special meeting notices
- Keeps voter registration file and conducts elections
- Chair of Township Elections Commission
- Keeps township ordinance books
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30 (L-4029 Millage Request)
- Must appoint a deputy
- Must post surety bond
- Prepares a monthly balance sheet and budget report with detail of revenues and expenditures
- Post minutes and agenda on township web site

### **Qualifications**

- Possesses knowledge of communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- Understands the township budget and the clerk's role in monitoring the budget
- Demonstrates knowledge of uniform chart of accounts and township accounting practices
- Possesses understanding of personal administration and human resources matters
- Has ability to transcribe minutes of the proceedings of township board meetings in an accurate and proper manner
- Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- Possesses knowledge of elections and clerk's role in overseeing the election process
- Possesses leadership abilities and utilizes public relations skills to position the township positively
- Demonstrates knowledge of township issues and operations
- Possesses interpersonal skills to communicate effectively, listen attentively, and work effectively to achieve desired outcomes
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively

- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards, and commissions serving the township including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced
- Possesses vision, especially relative to the township's needs or potential
- Possesses knowledge about current issues affecting townships, and legal and financial matters that could impact the township