

Township Clerk Vacancy

Victor Township is seeking a highly qualified, extremely motivated individual to fill the position of Clerk for the 2021-2025 term.

Responsibilities include maintaining township records including but not limited to meeting minutes, oaths, special meeting notices, ordinances and resolutions. Maintains the townships general ledger, prepares checks for payroll and accounts payable. Conducts elections and maintains voter registration files. The Clerk is also responsible for preserving the records for three cemeteries in the township and renting township properties. The Clerk shall appoint and train a deputy clerk.

The Clerk must be registered voter, 18 years of age and be a resident of Victor Township.