

Open position for Chase Township Clerk

Term of appointment: December 1, 2025- November 2026 election.

If you are interested in the position of Chase Township Clerk come to the regular Board meeting November 18, 2025 at 7:30 pm to introduce yourself to the board and tell us why you are interested in the position.

Responsibilities per MTA :

- Township board member
 - Same legislative and administrative rights as all board members including duty to participate and vote
 - Responsible for the drafting and maintenance of board meeting minutes
 - Notifies board members of special meetings
 - Responsible for township board meeting notices
- Records
 - Maintains custody of all township records not assigned by law to another board member
 - Keeps the township oath book (oath slips and swearing in of members)
 - Maintenance of the township ordinance book
 - Receives and delivers tax certificates of taxing entities to the supervisor for summer and winter tax bill
- Accounting
 - Accounts for all township funds
 - Monthly reconcile of general ledger against treasurers banking ledger, receipts and deposits
 - Prepares financial reports for the township board:
 - Monthly balance sheet
 - Quarterly check report
 - Quarterly revenue and expenditure report
 - Yearly budget preparation (twice a year review with board)
- Payroll and payables
 - Initiates and signs all payments leaving the township (except tax collection disbursement account)
 - Maintain and oversee maintenance of personnel, payroll and payable records
- Elections
 - Department head for elections (budgeting and preparation of equipment, software, training, staffing)

- Chairs the election commission which appoints election inspectors and performs pre election functions
- Voter registration including training, early voting days and election day
- Qualified voter file maintenance
- Publishing and posting election notices
- Absent voter process
- Ballot proofing
- Preparation and programming of election equipment
- Election day activities
- Closing the polls
- FOIA coordinator
- Appointment of Deputy Clerk
- Must complete Election Officials Training accreditation and commit to completing continuing training requirements once every 2 years.