



Grant Township

Clerk's Office

June 12th, 2022

Grant Township Community Center

220 Gratiot Street, Copper Harbor, MI 49918

Phone: (906) 289-4292

November 2022 Election – Grant Township Clerk Position

To our Grant Township residents, taxpayers and neighboring communities, the Clerk position is available for this coming November 2022 election.

Election Date: Tuesday November 8th, 2022

Term: Complete the existing 4 years term (until the November 2024 election)

Ballot Access Filing Deadline: Thursday July 21st, 2022

Qualifications:

- Must be an all year round resident of Grant Township
- Need to have a completed Affidavit of Identity
- Need to have a completed Petition

Contact Grant Township Deputy Clerk Amanda.Wais@granttownshipmi.org to receive the necessary paperwork to be completed

Compensation: \$23,500 salary, and is not a full time position

Job Description:

- Attends all Board meetings, is a voting member
- 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 (if taxable value is \$85 million in 2018, annually indexed, or a charter township)
- Keeps voter registration file 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

Resources:

For more information, see Michigan Townships Association website, especially their publication 'Core Competencies – For Elected Township Officials' here:

<https://www.michigantownships.org/members/downloads/corecompetency.pdf>

Grant Township, Keweenaw County, Michigan