GREENWOOD TOWNSHIP
CLERK JOB POSITION

Greenwood Township operates under Minnesota Statutes 367.30, Subd. 2, Appointment by the Town Board of its Clerk and Treasurer. The Clerk is accountable to the Township Board of Supervisors.

GENERAL STATEMENT OF DUTIES

The Township Clerk is responsible for performing administrative work to conduct the business activities of the Town. This includes implementing Town policies, preparation of board agendas and keeping records of all Board proceedings, handling correspondence on behalf of the Town. The position requires communicating and working directly with the Town Board and with the Town Treasurer to make sure the Clerk and Treasurer financial books balance.

PRIMARY DUTIES

- ***Provides reception and customer service effectively and efficiently to citizens of Greenwood Township and other constituents.***
  a. Receives requests, complaints and information from the public and transmits to staff and/or Board to process or handles, when required.
  b. Answers Town phones and provides information and assistance to the public.
  c. Maintains the public trust by keeping information confidential, as appropriate.
- ***Maintains financial records.***
  a. Inputs accounts payable and receivable transactions using the CTAS accounting system. Works with Township Treasurer to ensure both sets of books (Treasurer's and Clerk's) balance for the Annual Board of Audit, as required for the Option B form of government.
- ***Provides administrative duties.***
  a. Complies with the performance of duties of the Township Clerk, as broadly stipulated by MN Statutes 412.151 and 412.141.
  b. Attends regular and special Board meetings, Township annual meeting, Board of Audit and public hearings. Prepares meeting notices, agendas, resolutions and ordinances. Records Board actions by taking minutes.
  c. Composes correspondence and reports on behalf of the Town Board, as necessary.
  d. Performs filing, copying and mailings, as needed.
  e. Monitors all contracts entered in the by the Town. Assures that a desired level is service is provided to the Town.
  f. Holds Notary Public License and attests the Chair's signature on official documents, when required, or for the public.
  g. Works with insurance companies to ensure insurance policies are up to date.
  h. Prepares a variety of reports and files with the appropriate agencies.
  i. Responsible for assuring compliance with Federal and State mandates (OSHA, Right to Know, Records Retention, Data Privacy, etc.)
  j. Purchases supplies and equipment, as needed, and assists town employees with procurement of needed materials.
  k. Schedules the use of the Town Hall and Pavilion.
  l. Maintains master list of key fobs for all Town buildings and programs all key fobs.

- ***Maintains Township Website.***
  a. Ability to maintain and update the Township Website on a regular basis, including the uploading of Town Board minutes and policies.
  b. Ability to work with tech support to resolve issues.
- ***Administers and oversees State, County and Local Elections.***
  a. Prepares notices, scheduling and training of election judges, as well as maintaining election records.
  b. Purchases supplies and equipment as needed for elections.
  c. Sees that all election machines are properly maintained and services.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Town ordinances, resolutions and policies.
- Knowledge of laws, rules and regulations affecting Town government.
- Knowledge of State and County election procedures and operations.
- Ability to perform mathematical calculations and maintain accurate and complete records and files.
- Ability to communicate effectively and work cooperatively with Town Treasurer, elected officials and the public.
- Ability to self-supervise to prioritize work, research and solve problems.
- Ability to read, write and understand English.
- Ability to compose correspondence, minutes and reports.
- Ability to proofread accurately.
- Ability to represent the Town in a professional, courteous and efficient manner.
- Skill in operating office equipment, including CTAS automated accounting system.
- Must be detail oriented and adaptable.
- Ability to work irregular hours to accommodate required town meetings, elections and events.

The listed examples may not include all duties performed by the Clerk. Duties may vary from time to time and are at the discretion of the Town Board.

Approved: 1/13/26