

**SPECIAL MEETING AGENDA
GREENWOOD TOWNSHIP
BOARD OF SUPERVISORS**

Tuesday, February 24, 2026, at 4:30 P.M.

The Greenwood Township Board of Supervisors will meet for a Special Meeting at 4:30 p.m. on Tuesday, February 24, 2026, at the Greenwood Town Hall at 3000 County Road 77, Tower, Minnesota.

Purpose:

- 3) Interview applicant for Township Clerk position.

Called by Greenwood Town Board.

**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 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.

SALARY AND WORK HOURS

Monthly Salary: \$ _____

The clerk position will be paid on a monthly salary basis. Clerk will work in the office with scheduled hours, at a minimum of 3 days a week, 4 hours per day. Hours above and beyond regular office hours for election duties will be paid at an hourly rate of \$ _____.

Will your continued employment require employer sponsorship?"	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 <u>12</u> GED High School	13 <u>14</u> 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No College/Technical	<input type="checkbox"/> Yes <input type="checkbox"/> No Graduate JD

School Name	Address	Course of study	Degree
High School:			
<i>ELENDALE H.S</i>	<i>ELENDALE MN,</i>	<i>GED,</i>	<i>YES</i>
College:			
Graduate School:			
Technical/Vocational:			
<i>AUSTIN VO TECH</i>	<i>AUSTIN MN</i>	<i>MECHANIC</i>	<i>YES</i>
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

CLERK TRAINING Township Assoc,

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company SUMMIT TWP	Name of last supervisor ED SKALA	Hrs./Week
Address HWY 30 ELLENDALE MN	Start Date 1/1/1982	
City, State, Zip MN 56026	End Date 4/1/2000	
Phone Number 507-213-1295	Last job title XXXXXXXXXX CLERK	
Reason for leaving (be specific): MOVED TO 1785 EVERETT BAY RD		
Describe your work in this job: CLERK FOR TOWNSHIP		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company ELLENDALE AUTO	Name of last supervisor SELF EMPLOYED	Hrs./Week 50
Address 15303 SW 42AVE	Start Date	
City, State, Zip ELLENDALE MN 56026	End Date 28 YRS 7/11/2000	
Phone Number	Last job title OWNER	
Reason for leaving (be specific): RETIRED		
Describe your work in this job: REPAIR SHOP - AUTOS - TRACTORS		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

NONE

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to Greenwood Township by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

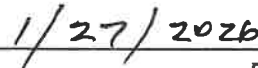
I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the Greenwood Township is "at will," and that employment may be terminated by either Greenwood Township or me, at any time, with or without notice.

With my signature below, I am providing Greenwood Township authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Greenwood Township in writing of any changes to information reported in this application for employment.



Signature



Date