

**West Branch Township  
Ogemaw County, Michigan**

The West Branch Township Board is currently seeking a Township Clerk. In order to qualify for this position, you must be over the age of 18, a citizen of the United States, and have lived in the township for at least 30 days. All interested persons may apply by submitting a letter of interest by mail or in person to:

West Branch Township  
Attention: Supervisor  
1705 S. Fairview Rd.  
West Branch, MI 48661

For more information about the statutory duties, responsibilities and term limits of this position, please visit [www.westbranchtownship.org](http://www.westbranchtownship.org) and click on the link on the home page.

Below are the statutory duties for this position:

- Maintain custody of all township records.
- Maintain general ledger.
- Prepare warrants for township checks.
- Records and maintains township meeting minutes.
- Keeps the township book of oaths.
- Responsible for regular and special meeting notices.
- Publishes board meeting minutes.
- Keeps voter registration file and conducts elections.
- Chair of township elections commission.
- Keeps township ordinance book.
- Prepares financial statements.
- Delivers tax certificates to supervisor and county clerk by September 30<sup>th</sup>.

In addition to the statutory duties, the following duties may be performed by the clerk:

- Maintain and record cemetery deeds.
- May be appointed to other boards and/or committees.
- Any additional duties as needed.

**Please Note: Any individual interested in remaining the Township Clerk after November 6, 2018 until November 20, 2020, would have to be elected in the 2018 Primary and/or General Election.**