

COVERT TOWNSHIP

P.O. BOX 35

COVERT, MICHIGAN 49043

(269) 764-8986 • Fax (269) 764-1771

CLERK
NAOMI BARNES

TRUSTEE
JEAN HARTMANN

SUPERVISOR
DAYWI COOK

TREASURER
MARILYN RENDELL

TRUSTEE
LONZEY TAYLOR

JOB POSTING: COVERT TOWNSHIP CLERK

Covert Township is seeking qualified candidates to appoint to the position of Clerk due to an upcoming vacancy. The appointed Clerk will hold office through the end of the term until November 20, 2024, following the November General Election. This township official position has certain duties assigned by statute, and requires the official to take an oath of office.

OFFICE LOCATION: Covert Township Hall, 73943 Lake Street, Covert, MI 49043

HOURS: Flexible, M-TH 8:30am – 4:00pm, FRI 8:30am - noon

COMPENSATION: \$29,098 Salary + Full Benefits Package

QUALIFICATIONS: Be at least 18 years of age, a U.S. citizen and have lived at least 30 days in Covert Township.

STATUTORY DUTIES:

- 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 regular and special meeting notices
- Publishes board meeting
- 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
- Must appoint a deputy
- Must post a surety bond

CORE COMPETENCIES:

A good candidate will demonstrate knowledge of government operations, possess strong interpersonal skills, strong leadership abilities, and have strong administrative skills. Knowledge of current issues affecting township are a plus.

Please submit a cover letter, resume and references no later than September 22, 2023.

Email, mail or drop off to Laura Fogarty at: officemanager@coverttwp.com,
73943 Lake Street, PO BOX 35, Covert, MI 49043
Questions? (269) 764-5138