

Position	Statutory duties	Additional duties
Clerk	<p>Accounts payable; Payroll & W2, 1099's; 941 quarterly tax reports; Keeps General Ledger for township (audited annually); Township board meeting agenda/packet; types minutes & synopsis; follows up on all motions/actions of the board after the meeting; Township book of oaths; Retention schedule compliance for: planning commission, zba, and township board records. Legal posting, publication and public notices meeting various legal requirements including: newspaper, website, electronic sign and breezeway. must appoint a deputy and post a surety bond; initiates and tracks training for PC/ZBA/zoning/building.</p> <p>Elections: hires & trains workers; ongoing voter registration; QVF updates ongoing; newspaper publications; testing of election equipment; secure storage; retention schedule for election materials.</p>	<p>Minutes & filing for planning commission and ZBA; office management (phones, cable, copier, computers -security & backups); FOIA – track all requests and responses, train other offices/employees; request docs from other offices to full responses, assist public with requests</p> <p>Types L4016 and L4029 for assessor Budget workshop - schedule/prep and updates 9 budgets</p>
Supervisor	<p>Chairperson for township board meeting; Secretary to board of review; Maintains own records; Appoints some commission members to PC or ZBA (with approval from board); May call special board meetings; Signatory for the township contracts and legal agent for lawsuits served upon the township; Chief Assessor</p>	<p>Building maintenance-evaluates and calls for service; purchases supplies for office, building and grounds; answers questions from public on a wide variety of subjects (planning commission, ZBA, BOR, ordinances, general questions); Coordinates clean up days every spring and fall; assisting with agenda & packet;</p>
Treasurer	<p>Collects current and delinquent taxes & provides receipts; Keeps accounting of revenue; Makes deposits and investments; Second signature required on township checks; Must appoint a deputy and post a surety bond</p>	<p>Sewer billing and receipt of payments for Indian Lake Sewer & SLAUA*</p>
Trustees	<p>Township legislator with same authority as other board offices, Required to vote at all board meetings; Responsible for township fiduciary health (review of budgets and expenses)</p>	<p>member of either ZBA or Planning Commission (attend & participate in meetings & paid per diem); assist with township projects (roads, SAD) Interact with & respond to public input & public needs.</p>

*SLAUA is paid separately, not through township funds; Indian lake sewer is paid through the township fund ILS.