



# Township Clerk

## (1) Township Government Operations

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Understands the statutory duties and responsibilities of the office of township clerk
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

## (2) Interpersonal Skills

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

## (3) Leadership Abilities

- Possesses vision, especially relative to the township's needs or potential
- Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- Possesses effective policy-making skills and decision-making skills
- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position the township positively

## (4) Administrative Skills

- Possesses knowledge of the communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- Understands the township budget and the clerk's role in monitoring budget
- Aware of purchasing policies and the bid process
- Demonstrates knowledge of uniform chart of accounts and township accounting practices
- Possesses understanding of personnel administration and human resources matters
- Has ability to transcribe minutes of the proceedings of each township board meeting in an accurate and proper manner
- Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- Possesses knowledge of elections and clerk's role in overseeing the elections process

## (5) Township Issues

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications