

Fulton Township Clerk Vacancy

Fulton Township Clerk Opening - Candidate must reside in Fulton Township, Gratiot County and perform the statutory duties of clerk which include but are not limited to: maintain the voter registration file, conduct elections, attend township board meetings, record and maintain board minutes, assemble monthly township bill list reports and pay approved bills. Additional duties desired include: oversee hall rentals, issue sewer bills and collect payments, complete payroll and associated federal and state reports, and work in the office 3 days/week (Monday, Wednesday and Friday) while assisting customers & answering phone. Proficiency in Word, Excel, and Quick Books software is also desired. Please submit a cover letter, resume and 3 references to the Fulton Township office at P.O. Box 68, 3425 W. Cleveland Rd., Perrinton, MI 48871, by April 10, 2018. Applicants can submit paperwork by mail, in person (M.W.F.), or by email to info@fultontwp.com. For additional information, call 989-236-5102.