

### **Fulton Township Clerk Opening**

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: conduct elections and attend mandatory trainings, maintain the voter registration file, 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. Additional time may be necessary in the office to complete tasks. 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 March 22, 2019. Applicants can submit paperwork by mail, in person (M.W.F.), or by email to [info@fultontwp.com](mailto:info@fultontwp.com). For additional information, call 989-236-5102.