

RILEY TOWNSHIP – ST. CLAIR COUNTY

NOTICE OF BOARD VACANCY – TOWNSHIP CLERK

The Riley Township Board is seeking applicants to fill Township Clerk Board Vacancy effective March 1st, 2024. Interested applicants must be Riley Township resident and may submit a Letter of Interest and Resume to the Township Supervisor located at 13042 Belle River Road, Riley, MI 48041 or by email to info@rileytownship.com.

Submission Deadline: January 31, 2024

Annual Salary: \$22,800

For township information, please visit the Township website at www.rileytownship.com

CLERK STATUTORY DUTIES: Maintains custody of all township records, Maintains general ledger, Prepares warrants for township checks, Records and maintains township board meeting minutes, Keeps the township book of oaths, Responsible for most special meeting notices, Keeps voter registration file and conducts elections, Keeps township ordinance book, Prepare financial statements, Delivers certificates to supervisor and county clerk by September 30.

Dawn Behem, Riley Township Clerk

Posted: 1-10-2024

Published: 1-17-2024