

Larkin Township, an equal opportunity employer, is seeking qualified applicants, without regard to race or other protected status, for the part-time position of Deputy Clerk.

Under the general direction of the Township Clerk, the part-time Deputy Clerk performs a variety of responsible administrative duties.

The part-time Deputy Clerk will be responsible for assisting the Township Clerk with statutory duties including:

- maintaining custody of township records
- the Township general ledger
- preparing warrants for Township checks
- recording and maintaining Township meeting minutes
- keeping the Township book of oaths
- publishing board meeting minutes
- preparing financial statements
- keeping Township ordinance book
- assisting the Township Clerk in preparations for elections, including registering voters and maintaining equipment and files
- Performs related duties as assigned
- Applicant must be proficient and comfortable with using computers to perform office tasks **(computer literacy a must)**
- Applicant must be receptive to learning new software applications as required to complete position responsibilities

Please submit your resume to Sandy Reardon at Larkin Charter Township, [sreardon@larkintwp.com](mailto:sreardon@larkintwp.com) by January 22 to be considered.