

Castle Rock Township, in southern Dakota County, is seeking applicants for the township clerk position.

The township clerk's duties include:

- Keeping a true record of the town board proceedings
- Have custody of the records, books, and papers of the town and file and safely keep all papers required by law to be filed in the clerk's office
- Record minutes of the proceedings of every town meeting in the book of town records and enter in them at length every order or direction and all rules and regulations made by the town meeting
- To file and preserve all accounts audited by the town board or allowed at a town meeting and enter a statement of them in the book of records
- To record every request for a special vote or special town meeting and properly post the requisite notices of them
- To post, as required by law, fair copies of all bylaws made by the town, and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the town board in an ordinance book
- To furnish in the annual meeting of the town board of audit every statement from the county treasurer of money paid to the town treasurer, and all other information about fiscal affairs of the town in the clerk's possession, and all accounts, claims, and demands against the town with the clerk, and
- To perform any other duties required by law

The Township Clerk will also perform a variety of duties for the township, including taking and helping manage permits, working with outside consultants (including building inspectors, engineers and with other government entities, from time to time), helping citizens with questions, being present for meetings, sorting and sending mail, scheduling, managing supplies, and helping with expense reports, billing, processing payments, etc.

Proficiency with the Microsoft Office suite of products is recommended. Prior knowledge or experience of township or local government regulations or processes is desired but not necessarily required.

This job is for 25-35 hours per week, with a pay range of \$30 - \$40 per hour, depending upon qualifications.