

Pequaywan Township Minnesota

Town Deputy Clerk Position Opening

Pequaywan Township is seeking applicants for the position of Town Deputy Clerk. Interested applicants should send their resume with information relevant to the required qualifications for the position to Lita Wallace, Town Clerk, 3081 Little Cloquet River Road, Duluth MN 55803 or email to peqclerk@gmail.com.

Applications will be accepted until the position is filled.

Pay: \$20/hour clerk duties; \$25/monthly meeting; \$20/hour head election duties; \$15/hour training

Average hours per month: 10-20

Laptop will be provided

REQUIRED QUALIFICATIONS:

- Ability to take meeting minutes
- Computer skills including email, word processing, internet, data entry
- Ability to respond to inquiries and to communicate both orally and in writing with town officers, government officials, and public
- Ability to maintain accurate and complete records and files
- Ability to perform mathematical calculations
- Must have internet connection

DUTIES:

NOTES: Deputy clerk will be trained by the town clerk with the duties listed below and will take over the position in March 2021 when current clerk retires.

- Responsible for agenda preparation, meeting minutes, emails, public notices, correspondence
- Work with St. Louis County Auditor Election office on administering township, state and federal elections
- Data entry of financial transactions to the State of Minnesota's automated City and Town Accounting System (CTAS)
- Coordination with town treasurer on financial recordkeeping and cross-checking of monthly deposits, claims and balances
- Town website management (experience not required, training will be provided)
- Have custody of the records of the town
- Other duties as permitted by law