

Township Clerk Statutory Duties:

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks (A/P)
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes
- Keeps voter registration files
- Conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond

Additional clerk duties:

- Maintains cemetery records
- Utility Billing
- Liaison with inspectors, maintains permit files
- Payroll, including all reporting and paying taxes
- Website maintenance
- Planning Commission/Zoning Board of Appeals Notices & Minutes
- Process PA 116 applications