

## **Cooper Township Clerk's Office Responsibilities**

Payroll – Process, Retention, Periodic Destruction

Human Resources – Health Insurance, Pension, HCSP, Workman's Comp, FD Insurance

Human Resources – Distribute, Collect, Report, and Retain all New Employment Documentation

Human Resources – Maintain Employee & Firefighter Files and Rosters

FOIA Coordinator – receive, process, collect documents, and distribute FOIA Requests to Applicants

Payables – Process, Retention, Periodic Destruction

Document, Pay, and File biweekly, monthly, quarterly, and yearly taxes for State, Federal, Unemployment

Creation, Publication and Historical Retention of Budget Documents Each year

Budget Amendments

Laserfiche Administrator

Journal Entries

Assist Auditors – pull physical records for their review and answer any questions

Creation, Publication and Historical Retention of all Street Light Special Assessment Documents Each year

Creation, Publication and Historical Retention of all Solid Waste Special Assessment Documents Each year

Retention of Riverview Sewer Project Rates, Increases, Payments

Creation, Collection, Posting, and Historical Retention of Township Board Agenda and all supporting Packet Items

Creation, Posting, and Historical Retention of Township Board Minutes.

Collection/Creation, and Historical Retention of all Resolutions

Create or Obtain, Post & Publish all notices – at the Township Hall, on the Township Website, and in the Kalamazoo Gazette – Regular Meeting Dates, Special Meetings, Cancelled Meetings, Introductions of Ordinances, Adoption of Ordinances, Utility Policy Committee Meetings, Election Registration Notice, Election Notice of Public Accuracy, County Receiving Board Notice, Notice of Pre-Processing of AV Ballots, Notice of Election, Notice of Budget Hearings, PC Public Hearings, ZBA Public Hearings, and any other required.

Collection/Creation, Publication, and Historical Retention of all Township General & Zoning Ordinances

Posting and Historical Retention of Planning Commission Agendas and Minutes

Posting and Historical Retention of ZBA Agendas and Minutes

Website design, maintenance, updates, and all troubleshooting when problems

Phone Administrator and Coordinate troubleshooting with TelNet/Charter when problems.

Monthly Township sign updates

Grant Coordinator – Documentation and Online Filing and Reporting for HAVA Grants, ARPA Grants, MiGrants, Corona Relief Grant, Center for Tech & Civic Living Grant, Fire Fighter Hazard Pay Grant.

Cemetery Lot Sales, Grave Openings, Headstone Foundations, Mapping, Historical Retention, Expansion, and Oversee Maintenance.

Manage Elections: Hire, train, and re-train election workers minimum of bi-yearly

Mandatory clerk trainings, in person and online with State of Michigan

Maintain, update, load, and test all election DS200s for every election

Maintain, update, load, and test all election Express Votes for every election

Maintain, update, load, and test all election Laptops for every election

Maintain Qualified Voter File (QVF)

Register Voters, Issues Voter Id's, Issue Absent Voter Apps and Ballots

Record Returned Absent Voter Ballot Envelopes and Store Securely for AVCB

Load/Unload Election Trailers and Set Up/Tear Down Election Precincts

Set up Pre-Processing AVCB and Election Day AVCB's

Work 8 hours Sat before election, work minimum of 18 hours on Election Day

Clerk Rotation of Early Voting Site Supervisor Position– 10 hrs per day  
*(9 days...including weekends – 4 locations)*

Deliver Election Result Documents to County Clerk after Polls Close/Receiving Bd

Assist County with Election Audits

Assist County with Election Recounts