

***** URGENT NOTICE *****

WASHINGTON TOWNSHIP is now offering several ways
in which we can provide your **TAX RECEIPT**

- 1) You provide a Self Addressed Stamped Envelope with your payment (5 max per envelope)
- 2) You provide a valid email address with your payment
- 3) You can pick it up from the Treasurer's Office at the Township Hall

WASHINGTON TOWNSHIP is seeking a **Township Clerk**

This is a part time salaried position. The position becomes vacant as of January 1st.

Duties include but not limited to:

- *Must be a Washington Township Resident
- *Maintains custody of all township records
- *Maintains general ledger (using BS&A)
- *Records and maintains meeting minutes
- *Responsible for meeting notices
- *Maintains voter registration file
- *Chair of Election Commission
- *Must appoint a deputy
- *Keeps the book of oaths
- *Prepares warrants (checks)
- *Prepares financial statements
- *Keeps ordinance book
- *Conducts elections
- *Must post a surety bond

Send letter of interest & resume to:

Washington Township Clerk
8989 S. Baldwin Rd.
Ashley, MI 48806

(989) 847-1000

A note from Clerk Hoffer: It has been an honor to serve the residents of Washington Township. I am blessed to have gained many new friendships that I hope will continue.

Current WASHINGTON TOWNSHIP Board Members:

Supervisor: Howard Whaley (989) 388-8455
Clerk: Barbara Hoffer (517) 331-1861
Treasurer: Kevin Whaley (989) 388-3734
Trustee: Nancy Rogers (989) 330-5352
Trustee: Eric Whitford (989) 285-8539