

LOVELLS TOWNSHIP BOARD VACANCY

Due to the recent announcement of Cynthia L. Infante-Inman's resignation, the Clerk's position on the township board will soon be vacant. Individuals interested in applying for this position must be (1) at least 18 years of age and (2) a U.S. citizen and (3) a resident of MI for at least six months and a resident of the township for at least 30 days and (4) be registered to vote in the township.

The primary duties of the Clerk's position include maintenance of the General Ledger with Quick Books, preparation of township checks, preparation and maintenance of township meeting minutes, maintenance of the voter registration file and administration of all election functions, and preparation of some financial reports.

The current annual compensation for this position is \$19,421. Normal office hours for the position are T/W/T from 9 AM to 3PM at the Township Hall.

To apply for this position, provide the township (8405 Twin Bridge Rd., Grayling, MI 49738 or lovellstownship@gmail.com) with a letter of interest/short resume **no later than** 3 PM on Monday, May 15, 2023. Letters/emails from fellow residents supporting a letter/resume are welcomed. Questions should be directed to the Township Supervisor at 989-348-9215, T/W/T from 9A-3P.