



**CASCADE**  
**--- TOWNSHIP ---**

2025 75<sup>TH</sup> ST. NE  
Rochester, MN 55906  
[www.cascadetownship.us](http://www.cascadetownship.us)

**Job Description**  
**Assistant Clerk/Treasurer**

Primary Responsibilities

- Assist in the rental of the Town Hall facilities for events. This will include coordinating with customers both inside and outside the Township.
- Manage the Township website and the new updated platform.
- Increase overall communications with citizens through digital media.
- Organize and catalog all Township files in the Township office
- Organize all digital copies of Township files
- Support the activities of the Office of the Township Clerk/Treasurer

Work Conditions and Terms

- The Assistant Clerk/Treasurer will report to the Township Clerk/Treasurer.
- Average hours will vary each week and will likely average 10 hours/week. A monthly average that exceeds 10 hours/week will need approval from the Clerk/Treasurer.
- Specific times of work will be coordinated with the Township Clerk/Treasurer.
- Meeting reimbursement policy will be the same as the Clerk/Treasurer and at the same rate.
- The hourly wage will be reviewed annually.

Last Updated January 25<sup>th</sup> 2016