

**CHARTER TOWNSHIP OF MILFORD
JOB DESCRIPTION**

DEPUTY CLERK

Supervised By: Township Clerk
Supervises: Provides general direction to election workers

Position Summary:

Under the supervision of the Township Clerk, performs a wide range of administrative and clerical tasks related to voter registration, elections, and other department operations. Attends to the front counter, assists customers, and provides support to other Township functions as assigned. Acts as Township Clerk in that person's absence as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as primary point of contact for the Township Clerk's office, providing administrative support to the Township Board, and other boards, commissions, and committees as assigned. Prepares agendas, correspondence and packets, schedules and attends meetings, posts meetings, minutes and official notices, records minutes, maintains official files, and completes related tasks as assigned.
2. Attends to the counter and phones, receives and posts payments made to the Township, issues permits, and provides general information to citizens regarding Township operations, policies, and procedures. Types, copies, enter data, and complete other projects as assigned. Sorts and distributes mail, files, prepares mailings, and performs other related tasks.
3. Maintains filing and records systems, and assists the Township Clerk in maintaining the official records of the Township in accordance established legal requirements and internal record retention policies. Assists the Township Clerk with formal information requests.
4. Participates in all elections held in the Township in accordance with Federal, State, and local laws. Prepares legal notices, issues absentee ballots, maintains election equipment, and coordinates the set up and tear down of voting equipment. Participates in the hiring, training, and supervision of election workers.
5. Processes voter registrations and maintains voter registration files in accordance with state regulations. Registers all new voters, records changes in address, issues voter registration cards and cancels registrations.
6. Issues municipal and other regulatory licenses and permits, including burn permits, solicitor permits, and other related licenses in accordance with Township ordinances and other regulations.
7. Prepares, records, and maintains cemetery records. Prepares and mails deeds of sale, coordinates with Cemetery Sexton, assists with locating graves, and responds to cemetery inquiries.

8. Provides administrative support for the Parks & Recreation Board. Assembles and prepares packet materials, assists in developing meeting agendas, attends meetings, and takes and prepares official meeting minutes. Assists in the development and distribution of Parks & Recreation marketing materials to Board members.
9. Prepares standard and advanced correspondence, documents, forms, and reports. Compiles data and research, prepares reports, and completes special projects as assigned.
10. Inventories office supplies and places orders as necessary, according to established purchasing procedures.
11. Serves as Township Clerk in that person's absences as assigned.
12. Remains cross-trained to provide back-up coverage and assistance for a full range of office operations including general clerical and secretarial support.
13. Attends conferences, workshops, and seminars as appropriate to remain abreast of new developments and administrative techniques related to elections, record keeping, and other municipal clerk duties.
14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- High school diploma or equivalent is required.
- Previous experience in administrative support, office management, or related field is preferred.
- Certification as a Notary Public, or the ability to attain certification upon hire.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Strong knowledge of official Township policies, and the laws and ordinances governing elections, record keeping, and access to public information.
- Knowledge of general office operations and administrative and clerical procedures and practices.
- Knowledge of Township services, organizational structure, and general operations to effectively direct and assist the public.
- Excellent customer service skills, including responding diplomatically to customer questions and complaints.
- Skill in maintaining and updating records and documents, compiling and evaluating data and information, and preparing clear and accurate reports.

- Skill in the use of office equipment and technology, including computers, related software, and election equipment, and the ability to master new technologies.
- Skill in typing with speed and accuracy.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to multi-task, problem-solves, and works effectively under stress, within deadlines and changes in work priorities.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Township officials, professional contacts, the media, and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of light weight. The noise level in the work environment is usually quiet.

During elections, the employee is required to work extended hours, travel between polling sites, set up and tear down election equipment, and must lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually quiet to moderate.