



JOB DESCRIPTION TOWNSHIP DEPUTY CLERK

Per *MCL 41.69: The township clerk shall appoint a deputy, who shall serve at the pleasure of the clerk. The deputy shall take an oath of office and file the oath with the clerk. In case of the absence, sickness, death, or other disability of the clerk, the deputy shall possess the powers and perform the duties of the clerk, except the deputy shall not have a vote on the township board. The deputy shall be paid by salary or otherwise as the township board determines. With the approval of the township clerk, the deputy may assist the township clerk in the performance of the township clerk's duties at any additional times agreed upon between the board and the clerk, except the deputy shall not have a vote on the township board.

NATURE OF WORK

The individual serving as deputy will assist the Clerk in the performance of all statutory duties and acts for the Clerk in all respects except for voting membership on the Township Board. This position requires a high degree of accuracy involving independent judgment and extensive knowledge of Township operations.

This position requires understanding of accounting principles; problem solving abilities, strong understanding of spreadsheets and word processing programs, use of general ledger accounting software, ability to work within a team but to also be able to function independently with minimal supervision. The individual must have the ability to communicate professionally with diplomacy and professionalism. The successful individual will be detail oriented and possess a desire to serve the public.

The individual is exposed to confidential matters and sensitive issues, requiring discretion on part of the deputy. Day-to-day work assignments are received from, and direct administrative direction is provided by the Clerk. The successful employee will be willing to attend meetings, conferences, seminars or training as required.

Deputy will play a key role in all aspects of election administration, record retention, accounts payable administration, payroll, and other duties of the Clerk's office. In the absence of the Clerk, the deputy will be responsible for transferring funds and signing checks.

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to perform any or all of the following essential functions. These functions include, but are not limited to, 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.

CLERK-RELATED FUNCTIONS

Under the direction of the Clerk, the deputy will assist with and oversee the day-to-day clerk operations including processing invoices, entering payroll, managing document retention schedules, recording minutes for Township meetings.

1. Participates in regular meetings with the Clerk to discuss status of current activities, reports, and upcoming projects.



2. Represents the Clerk's office to constituents, outside agencies, and governmental units.
3. Assists in maintaining custody of all township records according to statutory requirements and Township policies.
4. Records and maintains meeting minutes, as required.
5. Prepares notices for public meetings in accordance with the Open Meetings Act.
6. Assists with preparation of financial and budget statements.
7. Assists with accounts payable, including processing invoices and checks.
8. Processes payroll for township employees.
9. Maintains voter records in the Qualified Voter File, including registering new voters, updating addresses and names, mailing notices, and other duties required related to Master Cards.
10. Aids the Clerk in election activities including testing and maintaining election equipment, administering and recording absentee ballot applications and ballots, participating in election training and training inspectors.
11. Assists in processing FOIA requests according to statutory requirements.

ADDITIONAL DUTIES

Deputy Clerk will report to the Township Deputy Superintendent when performing general office duties.

General office responsibilities include providing services to residents in a respectful, efficient, and timely manner.

- A. Oversee and provide backup for:
 - a. Passport processing
 - b. Assisting with tax collection
- B. Will perform general office functions, including:
 - a. Answering phone, directing calls as necessary
 - b. Serving counter customers
 - c. Answering general questions or direct to appropriate staff member or administrator
 - d. Processing daily mail
 - e. Providing Notary service for counter customers and as requested by administrators

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

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.

- Bachelor's Degree in public or business administration or related field, or an Associate's Degree with 2+ years' work experience in government operations, accounts payable or payroll administration or election administration.
- Strong verbal and written communication skills.
- Skill in use of office equipment and technology, including computers and related software, and the ability to master new technologies. Experience with B.S. &A. municipal software programs and the Qualified Voter File desirable.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when deal with citizens, Township Officials, Department Manager, employees and business associates.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.



- Ability to critically assess situations, problem-solve, and work effectively under stress.
- Ability to prioritize projects for timely and accurate completion within established deadlines and changes in work priorities.
- Ability to attend meetings scheduled at other than regular business hours.
- Registration as a Public Notary or ability to obtain upon hire, must be bondable.
- Acquire Certification as Passport Acceptance Agent
- Possess a Valid Michigan Driver's License
- Must be able to pass a thorough background investigation.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

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. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents; problem solve and make decisions; read, reason, written and verbal communication with constant interruptions. Have contact with other professionals (i.e. attorneys, government leaders, planner, contractors, engineers, architects, etc.) and contact with the media. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. The employee will occasionally be required to work evenings or weekends, and 14 hours or more on election days.

The Charter Township of Texas values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability or any other basis prohibited by federal, state or local laws.