

## **JOB POSTING**

**Powell Township is seeking a friendly and hard-working individual to serve their local community in the performance of the duties of DEPUTY CLERK.**

### **GENERAL SUMMARY**

Under the supervision of the Powell Township Clerk, assists in maintaining accurate township files and public records, basic bookkeeping and administering township-wide elections.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Assists the Powell Township Clerk with accounts payable and payroll processing.
- Transcribes minutes of Powell Township Board meetings, assuring an accurate representation of events.
- Responsible for the timely posting of all public notices on public notice boards.
- Assists in maintaining updated information on the Powell Township website.
- Supports the Clerk in conducting elections by preparing election supplies, recruiting and organizing poll workers, issuing absentee ballots and monitoring and advising election workers.
- With the Clerk, maintains the Voter Registration file, per the State of Michigan Bureau of Elections, by registering new voters, recording changes of address, canceling voters, and maintaining records as prescribed.
- Performs a variety of clerical duties in support of the Clerk's office such as typing, filing, sorting, photocopying and receptionist duties.
- Performs related work as required.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF DEPUTY CLERK DUTIES**

#### **Knowledge of:**

- English grammar, spelling, punctuation.
- Principles and practices of basic bookkeeping and payroll.
- Modern office procedures, methods, and equipment.
- Basic MS Outlook, Word and Excel.

#### **Skill in:**

- Meeting deadlines
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios.

#### **Ability to:**

- Provide excellent customer service to Powell Township residents.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Organize, prioritize workloads.
- Follow instructions.
- Meet schedules and deadlines of the work.
- Understand and carry out oral and written directions.

### **HOURS AND PAY**

- Standard hours are Monday and Thursday from 9:00am – 12noon at the Powell Township offices.
- Additional hours available and as requested by the Clerk.
- Starting hourly rate of \$15.00.
- The Deputy Clerk is defined as an appointed part-time employee and as such does not qualify for unemployment and health insurance.

**If interested, please contact Mitch Walker, Powell Township Clerk, at 906-345-9345 x12 or [Clerk@PowellTownship.org](mailto:Clerk@PowellTownship.org).**