

Clerk's Assistant

Peninsula Township Clerk's office is looking for an individual with township clerk or deputy clerk experience to assist with our election responsibilities. This position requires knowledge the election calendar, voter registration requirements, absentee voter qualifications, and other aspects of the election cycle. In the off-cycle years and months, this person will be involved in keeping our voter registration cards up-to-date, along with helping the clerk with cemetery data upkeep. A letter of interest, along with a resume and three references, should be sent to the Clerk at Peninsula Township, 13235 Center Road, Traverse City, MI 49686, (231)223-7321 or clerk@peninsulatownship.com. Application is open until May 15, 2018, or until a suitable candidate is found.