PENINSULA TOWNSHIP
DEPUTY CLERK JOB DESCRIPTION AND DUTIES

BROAD STATEMENT OF RESPONSIBILITIES

Full time position based on 1950 hours per year. Answers phone, performs variety of word processing, clerical, administrative, HR, A/P, and Payroll tasks, maintains voter records, assists with elections, assists Clerk in ensuring efficient operations of the Clerk's office. Performs duties of the Clerk if she is unable to do so.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Answers clerk's phone when possible; provides information and/or directs calls to appropriate department.

2. Maintains Qualified Voter Files (QVF) received through the State of Michigan; maintains accurate records of new voters and new residents to the jurisdiction, maintains files of registered voters who have left the township for a period of 10 years.

3. Processes absentee voter applications and ballots to eligible voters prior to elections. Maintains current and accurate election records and current awareness of voter registration procedures. Assists on election day.

4. Performs Notary Public duties.

5. Receives Clerk's mail. Codes and sorts invoices to be paid, inputs invoices into A/P program.

6. Provides word processing services to Clerk including but not limited to; creating and printing form documents, correspondence, agendas, notices, and memos.

7. Maintains information and correspondence received; copies and assembles Town Board Packets.

8. Takes minutes at regular and special Town Board meetings, publishes synopses.

9. Creates and edits the Township (public) newsletter from data received.

10. Maintains employee files; W-4's, employee emergency forms, vacation schedules, etc.

11. Distributes pension/deferred compensation reports. Processes updates in employee allocations. Assists employees communicate with insurance, pension, and deferred comp programs.

12. Filing and maintenance of records as necessary including but not limited to; vouchers, minutes, resolutions, ordinances, contracts, etc.

13. Assists other staff when necessary.

14. Records vouchers, resolutions, minutes from PC, ZBA, Parks, and Fire Department.

15. Assists in Cemetery management.

16. Assists in preparing budget and audit information.

17. Maintains and updates Township web site.

KNOWLEDGE, SKILLS AND ABILITIES

1. Proficient in computer use to effectively utilize Windows and various software applications, including but not limited to; Microsoft Word, WordPerfect, Excel, PageMaker, some HTML and FTP Client.

2. Excellent grammar and spelling skills.

3. Knowledge of election law and resources necessary to assist in elections.

4. Able to interact successfully with various professionals, property owners and general public as well as Township office staff at all levels.

5. Able to interpret, comprehend, and process detailed data and information. Able to organize, prioritize, and work independently as well as schedule and produce work in a timely manner in an environment where interruptions occur frequently.

4. Manual dexterity and physical ability for substantial use of a computer and operating various other office machines as necessary to carry out duties of the position; able to lift supplies and files in excess of 20 pounds to waist high level.