

SAGINAW CHARTER TOWNSHIP JOB DESCRIPTION

DEPUTY CLERK

Supervised By: Township Clerk
Supervises: Subordinate employees of the Clerk's Office

Position Summary:

Under the direction of the Township Clerk, assists in managing the Office of the Township Clerk. Oversees elections, develops and maintains filing and records management systems, provides customer service, oversees office staff and acts as Township Clerk in the absence of the incumbent if so directed.

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. Informs the Township Clerk of expressed citizen complaints, significant problems and events occurring in the Township Hall.
2. General office and administrative duties including greeting residents, answering phone calls, responding to emails and other forms of communication by residents.
3. Consults with the Township Clerk and secures approval for substantial changes in the operation of the Clerk's Office, recommends modifications or improvements, and promotes and develops effective interdepartmental cooperation where appropriate.
4. Prepares Clerk's invoices for payment, reviews invoices presented for payment, and endorses checks.
5. Assists in preparing the annual budget for the Clerk's Office.
6. Prepares, oversees and maintains an original copy of all adopted Township Board minutes, ordinances, and resolutions. Coordinates the codification of all adopted ordinances and an index of all approved Township Board minutes.
7. Establishes and maintains a comprehensive filing system for the Clerk's Office.
8. Maintains and updates the Qualified Voter File and voter registration records.

9. Plans and administers federal, state, county, township, and school elections including notices, ballots/test decks, maintenance of equipment, absentee voter process, personnel training, and Election Day issues.
10. Issues, records, prepares, and circulates Business Licenses, Temporary Business Licenses, Peddler Permits, and other Township permits. Responsible for the printing, mailing, and recording of annual renewal of all Township business and rental licenses.
11. Coordinates the review process for annual Liquor License renewal and all new or transferred liquor licenses.
12. Ensures that required publication notices are published in a timely manner, as mandated by state law.
13. Assists in preparation of township ordinances, resolutions, and policies.
14. Attends all Board Meetings, prepares and types the minutes, prepares and publishes the summary.
15. Distributes original documents for signatures and sends copies when applicable.
16. Recommends and coordinates computer operation processing and procedures to ensure efficient record keeping and utilization of computer applications.
19. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree with major coursework in public administration or related field.
- Five years of experience in a municipal clerk's office, including supervisory experience.
- A Michigan Vehicle Operator's License.
- Skill in managing and utilizing complex reports and existing data to formulate policy and service recommendations.

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Knowledge of policies and procedures specific to Michigan Election Law.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, manage multiple priorities, solve problems, and work effectively within deadlines.
- Ability to work additional hours during Election cycles and to be able to attend after hours Board meetings for minute recording.
- Skill in responding to public inquiries with diplomacy, accuracy and professionalism.

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 is regularly required to talk, hear, view and create written documents. The employee frequently is required to sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.