

JOB DESCRIPTION

TITLE: Deputy Clerk

General Summary

Under the supervision of the Township Clerk, carries out the statutory duties of the office in the absence of the Clerk. Provides clerical/administrative assistance, performing office management duties and participating in a variety of account/record-keeping, public assistance and other activities related to the Clerk's office. In the absence of the Township Clerk, represents the department and attends meetings following well-defined policies and procedures.

Typical Duties

1. Processes voter registration and maintains the Qualified Voter File
2. Assists the Township Clerk with elections
3. Processes Township payroll
4. Takes and transcribes the minutes of the Township Board of Trustees meetings
5. Processes various records, and organizes and maintains office files.
6. Maintains cemetery records
7. Sorts and distributes mail and other materials. Prepares materials for mailing.
8. Receives telephone calls and assists with explaining Township policies and procedures, initiating necessary paperwork, or referring them to appropriate staff.
9. Performs a variety of related duties as assigned.

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

Employment Qualifications

Education: Possession of a high school diploma or its equivalent. CMMC or CMC certification is preferred but not required.

Experience: Previous experience in a Clerk's office setting with election administration experience is preferred. Working knowledge of Windows, Word, Excel and Outlook.

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered.