MARENGO TOWNSHIP
JOB DESCRIPTION: **DEPUTY CLERK**

SUMMARY: Assists the Township Clerk in all duties of the Clerk as required by law. Supervises no other employee. Supervised and evaluated by the township clerk. This description is intended to describe the type and level of work being performed by the person assigned to the position. It is not an exhaustive list of all duties and responsibilities required in this position.

RESPONSIBILITIES

A. Prepare and distributes Township Board agendas and meeting packets as needed;
B. Act as Recording Secretary in the absence of the Township Clerk for Township Board meetings;
C. Maintain and manage official Township records and public documents; oversee record retention practices; and records legal documents as required.
D. Assist with requests under the Freedom of Information Act as needed.
E. As needed, assist Election Coordinator and Clerk with planning and administering Federal, State, County, Township, School and special elections.
F. Assist with payroll and accounts payable.
G. Researches, and prepares various documents and materials.

QUALIFICATIONS

A. Requires a level of knowledge of reading, writing, and arithmetic normally obtained through successful completion of high school education or GED.
B. Experience using MS Word and Excel and the ability to master new technology.
C. Basic knowledge of Michigan Election Law and Qualified Voter File desirable.
D. Shall take an Oath of Office, and post a surety bond.
E. Valid Michigan driver's license.
F. Establish/maintain effective working relationships with township officials, employees, and the public.

PHYSICAL DEMANDS: The work requires frequent sitting, talking, and hearing. Employee is required to stand, walk, stoop, kneel, or crouch. Occasional lifting/moving up to 25 pounds. Vision abilities include close vision, distance vision, and depth perception. The work requires the ability to work under stressful conditions and/or change in priorities and/or conditions.

HOURS: As scheduled

COMPENSATION: The position is a non-exempt position, and is paid at a $20/hr hourly rate, on a monthly basis. There are no benefits associated with this position.

I have read and understand the requirements and duties of the position described above.

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Employee Date Clerk Date