

Deputy Clerk: \$16.00/hour. 20 hours per week; not to exceed 29 hours, on average per week.

Because this is a non-union, at will, "political" appointment, the successor has the right to appoint his or her own Deputy and the former Deputy Clerk's office is terminated if the successor does not want to retain his/her services. The need to be flexible if there is an Election to assist the General Office employee and the Clerk during that busy season, which would be at the discretion of the Township Clerk.

Under the supervision and direction of the Clerk, the Deputy administers and coordinates the retention, recording and maintenance of township records in accordance with statutory laws and/or policies of the Clerk. The Deputy assists the Clerk in all aspects of the planning and operation of all administrative functions of the clerk's department and assists with the administration of all Township elections. In the event of the absence of the Clerk, the Deputy assumes full responsibility for the Clerk's Department. The Deputy frequently deals with confidential and sensitive material and information.

Duties and Responsibilities:

- i. Assists the Clerk and General Office employee in the administration of all Elections.
- ii. Maintains the Township records and files, under the authority and direction of the Clerk, for the accurate recording, sorting, posting, indexing, retention and filing of materials and information. Updates records are required and ensures quick and easy retrieval methods.
- iii. Performs delegated duties for the Board of Trustees' meeting including the collection of data and preparation of the agenda and the information to be included in the bi-monthly Board packet. Responsible for the follow through on documents to ensure proper disposition and that the Board's directions are carried through.
- iv. Responsible for attending Board meetings and other special meetings as requested, and transcribes and prepares a draft of the meeting minutes and all related follow up correspondence and official work pertaining to Board actions. Prepares and maintains the Board's agendas, minutes, resolutions, indexes and policies.
- v. Prepares Special Assessment District (SAD) rolls, including the preparations and assembly of petitions, publication notices and ensures the necessary consultant reviews are prepared for administration of the SAD. Works with the Finance Department to ensure proper SAD allocation, if approved by the Board.
- vi. Coordinates the publication and tracking of the Township's legal notices for all departments.
- vii. Responsible for maintaining, updating and tracking the Code of Ordinances and the distribution of updates, changes or deletions of the Code to the appropriate Township staff. Maintains ordinance files in accordance with legal requirements.

The Deputy Clerk is expected to deal tactfully, courteously and efficiently with the public and work harmoniously with other employees. The Deputy Clerk is expected to support the goals and objectives of the Clerk. The Deputy must be willing to be certified as a Michigan Notary Public and will be required to successfully complete the Michigan certification required of election administrators. Displayed willingness to pursue the Certified Municipal Clerk designation is also desired and may be a condition of appointment. Also this position of Deputy Clerk is an appointed position reporting directly to the elected Township Clerk. The appointed Deputy Clerk is authorized to act as Clerk in the event of the Clerk's absence, sickness, death or other disability and has the full authority to perform all of the Clerk's duties, with the exception of voting as a member of the Board of Trustees.