

# CHARTER TOWNSHIP OF HURON

## Job Announcement

### Part-Time Elections Clerk

Wage Range: \$13.00/hr. starting, FLSA non-exempt

Benefits: N/A

Work Week: Typical work week is 24-29 hours,  
Monday through Friday.

To apply send resume and application to:

Township Clerk  
Huron Charter Township  
22950 Huron River Drive  
New Boston, MI 48164

Applications and Resumes will be accepted at the Township Clerk's Office Starting Friday August 24, 2018 at 7am through September 7, 2018 until 4pm. You may turn in or email your application and Resume to [jcady@hurontownship-mi.gov](mailto:jcady@hurontownship-mi.gov).

This position is open to all applicants.

This position will be filled with the absolute discretion of the employer.

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**Position Summary:** Performs professional accounting duties and other administrative and technical duties related to the operations of the Clerk Department.

**Department Supervisor:** Township Clerk and Deputy Clerk and/or any other individual given supervisory authority over the position by the Township Clerk.

**Reports to:** Township Clerk

**Supervises:** No supervisory responsibility

Minimum qualifications include, but are not limited to graduation from high school or equivalent. Must have experience in personal computers with working knowledge of Microsoft Office software applications. Must be able to report to work timely. Must be able to make own arrangements to be transported to and from work.

#### **ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES**

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- ◇ Ability to operate a personal computer, calculator, fax machine and other standard office equipment.
- ◇ Ability to maintain files and retrieve information for both electronic and physical files.
- ◇ Ability to give attention to details with an emphasis on accuracy when performing duties.
- ◇ Ability to communicate well with other personnel, vendors and residents.
- ◇ Able to take the initiative in solving problems.
- ◇ Ability to work independently as well as a member of a team.
- ◇ Ability to comprehend and follow instructions.
- ◇ Must have verbal, reading and writing skills.
- ◇ Knowledge of or ability to learn Michigan Election procedures and tasks.

#### **RESPONSIBILITIES, DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- ◇ Handle the day to day operations of voter registration for the general public.
- ◇ Answering and processing all phone calls coming into the Clerk's office.
- ◇ Handling of incoming mail, and posting outgoing mail.
- ◇ Assist Clerk with Human Resources.
- ◇ Under the direction of the Township Clerk and Deputy Clerk, this employee will be responsible for the coordination of the day to day operations of the Clerk's office relative to the administration of all Township, County, State, Federal and School elections held in the Charter Township of Huron including but not limited to:
  - Assisting the Clerk in the planning, organizing and overseeing all election activities including certifying local candidate petitions, ordering election supplies, testing of election equipment, coordinating delivery of equipment to polling locations.

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- Maintaining voter information and history. Michigan Qualified Voter System software upgrades, processing in box and registration applications received daily, troubleshooting hardware and software problems and concerns with the State of Michigan.
- Responsible for variety of election publications, reports, precinct worker scheduling, election reimbursement invoicing.
- Ability to conduct and obtain the required certification from the Michigan Bureau of Elections precinct worker training for all election precinct workers prior to elections.
  - Maintains adequate supply of all types of voter registration forms and supplies.
  - Issuing, receiving and processing Absent Voter ballot applications, and ballots.
  - Maintain and keep current all Michigan Election Law Files.
  - Responsible for election bulk mail processing, sorting, payments and preparing for delivery to the Post Office.

◇ Any other duties assigned by the Clerk or Deputy Clerk.

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**Huron Charter Township is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Huron Charter Township is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Huron Charter Township are based on the Township Government needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Huron Charter Township will not tolerate discrimination or harassment based on any of these characteristics. Huron Charter Township encourages applicants of all ages.**