

Job Posting



Job Title: Clerk's Assistant

Department: Clerk's

Reports to: Deputy Clerk

Location: 4393 Collins Road, Rochester, MI 48306

Employment Type: Part-time (up to 29 hours per week)

Compensation: \$19.23 - \$26.38/hour. Includes retirement benefits and paid time off.

Job Summary

Under the direct supervision of the Deputy Clerk, the Clerk's Assistant is responsible for a variety of clerical assignments, including but not limited to, customer service, assisting with FOIA's, social media, record retention, and elections. The Clerk's Assistant will also be a liaison between select board and commission members as necessary. As a smaller community, this position requires that an interested candidate be willing to cross train in all departments as necessary.

Work Hours

Normal office hours are generally Monday through Friday, 8:00 AM – 4:30 PM. This position requires a flexible schedule, covering some weekend and evening hours for Board and Commission meetings and election-related needs.

Duties & Responsibilities

- Answering phone and assisting all departments at the front counter.
- Serve as contact for boards and commissions; post agendas, prepare minutes, and handle publications.
- Serving as contact for social media, communication, and website update requests.
- Assist with record management.
- Assist with all aspects of elections.
- Provides notary service as outlined under the Michigan Notary Public Act.
- Backs up the Election Coordinator/Accounting Specialist.
- Provides back-up to the Administrative Assistant for solicitors' licenses and supply ordering.
- Other duties as assigned.

Knowledge, Skills, & Qualifications

- Strong proficiency in computers and office technology, including but not limited to MS Office applications, and social media platforms.
- Demonstrated history of completing tasks, assignments, and projects in a timely and efficient manner.
- Self-motivation and attention to detail.
- Strong organizational and communication (written and oral) skills.
- Professionalism to interact with elected officials, the public, and other departments.
- Valid Michigan Driver's License and satisfactory driving record.

Experience & Education

- Minimum five years in a customer service setting or comparable.
- Associate's degree preferred.
- Knowledge of state election law is strongly preferred.
- Demonstrated ability to work with minimal supervision.
- One year or more in a municipal office preferred.
- Qualified Voter File certification, or willingness to attain within three months of employment.

Physical Requirements

This position primarily involves work in an office environment. While performing the duties of this job, the employee is regularly required to:

- Remain in a stationary position for extended periods of time, operate a computer and other standard office equipment, and communicate effectively with staff and the public.
- Move about the office to access files, supplies, and attend meetings.
- Occasionally bend, reach, kneel, or climb a step stool to retrieve or store materials.
- Lift, carry, and move items weighing up to 50 pounds, particularly during election periods when transporting election equipment and supplies may be required.
- Travel to other locations for training, meetings, or election-related duties as needed.
- Ability to perform the essential functions of this position with or without reasonable accommodation.

To Apply: Please submit resume and cover letter to jschoenherr@oaklandtwpmi.gov with **"Clerk's Assistant"** in the subject line.

The Charter Township of Oakland is an Equal Opportunity Employer.