



# Oakland Township Job Posting

<b>Position:</b>	<b>Election Aide</b>
<b>Employment Type:</b>	<b>Part-Time, Casual, hourly</b>
<b>Department:</b>	<b>Clerk</b>
<b>Reports To:</b>	<b>Township Manager</b>
<b>Wage Range:</b>	<b>\$18.00 - \$23.00 per hour</b>

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## Job Summary

Reporting to the Township Manager but under the direct supervision of the Deputy Clerk, the Election Aide is responsible for assisting with absentee ballots, preparing election day supplies, working on election day, and performing other election-related tasks as needed.

## Work Hours

Normal work hours are generally Monday through Friday, 8:00 AM – 4:30 PM. This position requires flexible hours, working with the team to cover evenings and weekends preceding the election and working election day in its entirety.

## Duties & Responsibilities

- Assist in coordinating materials and equipment in preparation for Election Day.
- Processes paperwork using the State of Michigan Qualified Voter File
- Assist with poll worker training.
- Provide support in the precincts, office, and/or absentee counting board on Election Day.
- Other duties as assigned.

## Knowledge, Skills, & Qualifications

- Strong proficiency in computers and office technology.
- 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.

## Experience & Education

- 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 one month 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.

### **To Apply:**

Submit cover letter, resume, to [jschoenherr@oaklandtwpmi.gov](mailto:jschoenherr@oaklandtwpmi.gov), with “**Election Aide**” in the subject line.  
The Charter Township of Oakland is an Equal Opportunity Employer.