

# Job Posting



**Job Title:** Clerk's Assistant

**Department:** Clerk's

**Reports to:** Township Manager

**Location:** 4393 Collins Road, Rochester, MI 48306

**Employment Type:** Full-time

**Compensation:** \$19.23 - \$26.38/hour plus benefits

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## **Job Summary**

Reporting to the Township Manager, but 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-motivated and pays 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, minimum.
- Knowledge of state election law is strongly preferred.
- Demonstrated ability to work with minimal supervision.
- One year or more in a municipal office preferred.
- Certified Notary Public, or willing to attain within three months of employment.
- 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](mailto:jschoenherr@oaklandtwpmi.gov) with  
“**Clerk’s Assistant**” in the subject line.

The Charter Township of Oakland is an Equal Opportunity Employer.