

# Job Posting



**Job Title:** Election & Records Specialist

**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:** Starting at \$20.11 Includes retirement benefits and paid time off.

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## **Job Summary**

Coordinates all aspects of elections for Oakland Township, including local, county, state, federal, and school elections. Maintains voter registration records and election databases, prepares precinct materials and supplies, oversees absentee ballot processing and election equipment testing, and ensures compliance with state retention requirements for election records. Responds to election-related Freedom of Information Act (FOIA) requests and works closely with technical support to ensure election systems operate properly. Also processes accounts payable, payroll, and accounting reports, serves as backup to the Accounting and Finance Administrator, and provides customer service assistance at the front counter.

## **Work Hours**

Normal work hours are generally Monday through Friday, 8:00 AM – 4:30 PM. This position requires a flexible schedule with occasional mandatory weekend and evening hours. During election cycles, evenings and weekends preceding the election will require mandatory overtime and working election day in its entirety.

## **Duties & Responsibilities**

- Manages State Qualified Voter File (QVF) system, software upgrades, and processing inbox and voter registration.
- Manages absentee ballots, election supplies, and election record-keeping.
- Assist production of precinct lists.
- Prepares precinct materials and supplies for Election Day.
- Assist with oversight of the absentee ballot counting board.
- Oversees testing election-related programs, problem-solving as needed, and communicates with IT support as needed.
- Jointly, with the Deputy Clerk, directs temporary election workers and office staff on election matters.
- Processes accounts payable invoices and prepares checks as necessary.
- Assists with accounting tasks as directed by the Accounting and Finance Administrator and serves as backup.
- Serves as backup for payroll processing.
- Assists with election-related Freedom of Information Act (FOIA) requests
- Under the direction of the Deputy Clerk, maintains township records according to the State of Michigan Retention Act schedule or as otherwise directed.
- Provides general customer service at the counter and on the phone.
- Reconciles escrow accounts with the Building Department.
- Serves as Notary Public
- Other duties as assigned

## **Knowledge, Skills, & Qualifications**

- Prior employment in municipal government, and prior experience conducting elections are highly preferred
- Excellent oral and written communication skills
- Self-motivated with the ability to work with minimal supervision
- Ability to multi-task, prioritize, and meet deadlines with attention to detail
- Proficient with Windows and Microsoft Office applications
- Experience with Qualified Voter File (including Refresh software), Electronic Poll Book, and BS&A Software
- Maintain a professional demeanor at all times.
- Requires lifting of election devices and supplies up to fifty (50) pounds.
- Qualified Voter File certification, or willingness to attain within three months of employment.
- Notary Public Commission, or willingness to obtain within six months of employment

## **Experience & Education**

- Bachelor's degree in political science, public administration, accounting or related field.
- Must be a U.S. Citizen and a registered voter in the State of Michigan
- Valid Michigan driver's license with a good driving record
- One year or more in a municipal office preferred.

## **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 "**Election & Records Specialist**" in the subject line.

The Charter Township of Oakland is an Equal Opportunity Employer.