



POSITION DESCRIPTION

Position:	Deputy Clerk
Supervised By:	Clerk
Supervises:	None generally. May exercise supervision over clerical, temporary, or other staff, as assigned.
FLSA Status:	Non-Exempt
Status:	Full Time, At-Will

General Summary

Under the supervision of the City Clerk, performs a wide range of administrative and clerical tasks related to voter registration, elections, and overall department operations. Attends to the front counter, assists customers, and provides support to other City functions as assigned. Acts as the City Clerk in that person's absence as assigned. Provides support for payroll, employee benefits, utility billing, and tax collection.

This position involves attendance at occasional night meetings and extended work hours during elections.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Assists the City Clerk in providing administrative support to the City Council and other boards, commissions, and committees as assigned. Prepares agendas, correspondence and packets, schedules and attends meetings, posts meetings, minutes and official notices, records minutes, maintains official files, and completes related tasks as assigned.
2. Assists in processing voter registrations and maintains voter registration files in accordance with state regulations. Registers all new voters, records changes in address, issues voter registration cards and cancels registrations.
3. Participates in all elections held in the City in accordance with Federal, State, and local laws. Prepares legal notices, issues absentee ballots, maintains election equipment, and coordinates the set up and tear down of voting equipment. Participates in the hiring, training, and supervision of election workers.
4. Attends to the counter and phones, receives and posts payments made to the City, and provides general information to citizens regarding City operations, policies, and procedures.
5. Issues municipal and other regulatory licenses and permits, including a variety of permits and other related licenses in accordance with City ordinances and other regulations.
6. Maintains filing and records systems and assists the City Clerk in maintaining the official records of the City in accordance to established legal requirements and internal record retention policies.
7. Provides administrative support for the Clerk and City Manager, as assigned. Types, files, scans, and performs data entry. Prepares standard and advanced correspondence, documents, forms, and reports. Compiles data and research, and prepares reports and forms.

8. Assists various boards and commissions by performing the duties of recording secretary or taking minutes, as directed or needed.
9. Responds to inquiries and provides general and complex information to other departments and the public. Resolves issues independently and refers more complex situations to the appropriate party.
10. May provide back-up coverage and assistance for a full range of office operations and serves as the City Clerk in that person's absence.
 - a. Assists in processing utility bills and City tax bills, including mailings, assisting with customer questions, and collection of payments.
 - b. Assists with processing regular and special payrolls for City employees, to include collection of summaries of hours worked; calculation of payroll figures such as withholding taxes, benefit premiums, retirement allocations and other withholdings; processing checks and direct deposit requests; maintaining accurate, secure, and confidential payroll records; and preparation of quarterly and annual payroll reports.
 - c. Assists with maintaining cemetery records and processing requests for interments and other services.
 - d. Assists with City communications, including posting routine notices on the City website, social media, and electronic newsletters, and distributing press releases.
11. Attends conferences, workshops, and seminars as appropriate to remain abreast of new developments and administrative techniques related to elections, record keeping, and other municipal clerk duties.
12. Performs other duties as assigned.

Required Minimum Qualifications

The successful candidate will have the following minimum education, experience, and certifications.

1. A high school diploma is required. Graduation from a college or vocational program with a degree/certification in business administration, human resources, or a related field is preferred.
2. Three (3) years of related experience in an office setting performing administrative or office management duties is desired. Experience in a municipal setting is preferred.
3. Designation as a Michigan Professional Municipal Clerk (MiPMC), or the ability to obtain within four (4) years, is required.
4. Accreditation as a Michigan Election Official, or the ability to obtain, is desired.
5. Certification as an Election Inspector, or the ability to obtain, is required.
6. Certification as a Notary Public, or the ability to obtain, is required.

Necessary Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Thorough knowledge of general office operations and administrative and clerical procedures and practices.
2. Strong knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
3. Knowledge of the City Charter, official City policies, and the laws and ordinances governing elections, record keeping, and access to public information.

4. Strong knowledge of the methods and techniques of record keeping, filing, records management, and reporting.
5. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
6. Skill in maintaining and updating records and related systems, assembling and analyzing data, and generating accurate reports.
7. Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
8. Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
9. Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
10. Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
11. Ability to work extended hours during elections.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting with a controlled climate. The noise level in the work environment is usually quiet to moderate.

During elections, the employee is required to work extended hours, travel to polling sites, set up and tear down election equipment, and must lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually quiet to moderate.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This Description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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