

**ROSE TOWNSHIP  
JOB DESCRIPTION**

**DEPUTY CLERK**

**POSITION SUMMARY:**

This position provides highly responsible professional support by providing assistance to the Clerk's Office. In the absence of the Clerk, this position is responsible for fulfilling the Rose Township Clerk functions, including maintenance and administration of official records, ordinances and resolutions. Assist with processing Accounts Payable, Payroll, mailing and processing absentee ballots and maintaining voter files as well as supporting other functions of the Township Clerk's office. This position reports directly to the Township Clerk.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not a complete list of the duties, which the employee may be expected to perform.

- 1.) Processes the registration of voters and maintains master voter information files.
- 2.) Processes cancellation/confirmation notices, prepares printout/listings for the public and master file cards, prepare voter registration reports. Issues voter registration cards as voter registration changes.
- 3.) Assists in planning, organization and implementation of elections for the Township of Rose. This includes preparing test ballots, assembling and disassembling election equipment, training personnel and volunteers and recording results. Records, distributes and files absentee ballots. Order election supplies. Must be prepared to conduct elections in the Township Clerk's absence.
- 4.) Responsible for updates, changes, correcting errors to township website and PEG channel i.e.) posting minutes, agendas, meeting notices, corrections and current pertinent township information.
- 5.) Receive, sort and distribute all incoming mail to the appropriate department and personnel.
- 6.) Entry and issuance of Accounts Payable, Payroll, Trust & Agency, checks, and performs a checks and balance process.
- 7.) Orders supplies, processes absent voter applications and ballots, prepares notices and reports to the County and State, tests ballots and prepares voting equipment. Assists in training for elections workers.
- 8.) Provides customer service by assisting general public, and other interested parties by providing answers and information regarding processes and procedures; and resolving problems and/or complaints.

**MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- Bachelor's or Associates degree or high school graduation supplemented by courses in business practices and office procedures, experience in municipal clerk's office, or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.
- Ability to obtain certification as an Election Inspector and Election Officials Accreditation within one year of employment. Valid driver's license.
- Knowledge of organization and operation of Township government including the Township Ordinances.
- Knowledge of election laws and recordkeeping.
- Certification as a Notary Public.
- Skill in using a variety of office software and equipment including personal computer, calculator, photocopier, facsimile, postage machine.
- Ability to type with precision, utilize current word processing and spreadsheet software and proofread for accuracy.
- Ability to communicate, orally and in writing.
- Ability to work constructively with others and the general public.
- Ability to prepare and maintain a wide variety of records and reports according to established standards.
- Excellent oral and written communication skills are essential.
- Ability to work effectively under stress and with changing work priorities.
- Update township website and PEG channel with current and pertinent information.

The above statements are intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of all duties, responsibilities or requirements for the position performed by the person(s) assigned to this position.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The physical demands and work environment described is representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate in person or on the telephone and move around the office to assist visitors, file and complete other administrative duties as assigned.