

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Clerk's Assistant
Job Code	
FLSA Status	Non-Exempt
Pay Grade	112

GENERAL SUMMARY

This is an entry-level position that will support all clerk department functions. Other duties may be clerical, administrative or project based and include scheduling, arranging meetings, event planning, handling information requests, preparing reports and correspondence.

The Department's core functions are:

1. Elections
2. Board of Trustees
3. Resident Services
4. Document Retention, Management, and Transparency

This position requires the highest degree of honesty and integrity. We must operate smooth and successful elections, which necessitates working under strict deadlines, adherence to legal requirements and regulatory guidelines, maintaining confidentiality, protecting document chains of custody. Election work is deeply collaborative and we work extensive overtime hours.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed individuals in the Clerk/Elections Department. The Clerk's Assistant role is an entry-level position where the employee will be a significant contributor to all functions of the Department and may be requested to perform any combination of job tasks noted below and others not specifically presented in this description.

- Manage office equipment and supplies and coordinates supply orders for Township Hall
- Maintain the Clerk's Office email box and Subdivision Associations database
- Notarize documents
- Process passport applications
- Administer and coordinate employee ID card processing.
- Administer licenses and permits originating in the Clerk's Office including, but not limited to, Right-of-Ways (commercial, exemption, small cell wireless and residential), Wetland and Floodplain, Solicitation and Liquor.
- Receive/process FOIA requests by tracking requests, informing appropriate departments, monitoring timelines and providing responses.
- Plan for and perform activities necessary for the proper functioning of the Board of Trustees such as organize, assemble and post meeting packets, publish/post notices, attend

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meetings, prepare meeting minutes, and issue/publish post-meeting notices/correspondence as necessary.

- Perform election preparation activities, as assigned, to ensure a smooth and successful election, which may include, but not limited to, prepare training materials, conduct training, assign election workers, organize absentee voting, prepare election equipment/supplies, act as polling place liaison and support the Election Commission.
- Performs election day tasks to ensure a smooth and successful election, which may include, but not limited to, issuing absent voter ballot applications and ballots, trouble-shooting the precinct equipment, and advising election inspectors on proper implementation of procedures, supporting the Absentee Voter Counting Board, and any necessary corrective actions that are needed.
- Assists with after-election tasks as needed such as canvasses, recounts and audits.
- Administer document retention requirements and the document management software for the Clerk/Elections Department.
- Support all Township Departments in their document retention practices and proper usage of Laserfiche, the Township document management system.
- Coordinate 8 Lake Boards, which includes administering budgets and contracts, preparing for assessment hearings and handling annual business meetings.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's or Associates Degree
- 1+ year of office experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Qualified Voter File Certification

Election Officials accreditation

Passport Certification

Notary Bond

OTHER JOB REQUIREMENTS

United States citizen

At the time of hire and throughout employment the person must not have a conviction for a felony or election-related crime

PREFERRED QUALIFICATIONS

1+ years' experience in a Clerk's office (or a directly related office)

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures
- State voting and election laws and regulations

Skill in:

- Use of relevant computer software as necessary; especially Excel, Word and QVF

Ability to:

- Establish and maintain effective working relationships
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		

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Toxic or caustic chemicals or substances	X		
Loud noises (85+ decibels)	X		

PHYSICAL & EMOTIONAL DEMANDS

The physical demands 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.

Stressful Work and Occasional Long Hours – It is mandatory that during election periods all members of the Clerk's Office will work as required to conduct a smooth and successful election. This includes a 6-week (or more) vacation blackout period, daily and weekly overtime as assigned, and working 18-24 (or more) hours on Election Day.

Sedentary Work - Exerting up to **10 pounds** of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Date created:	4/27/21
Dates revised:	