

**RECEIVED**

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**WILLIAMS TOWNSHIP**

Title: **Township Deputy Clerk**  
Reports to: Township Clerk  
Positions Supervised: None

**BROAD STATEMENT OF RESPONSIBILITIES:**

The Deputy Clerk is a permanent 30 hour per week, at-will employment position appointed by and responsible to the Township Clerk to assist in carrying out the duties of the Clerk's office. A new Clerk assuming office has no responsibility to continue the employment of a current Deputy Clerk. The Deputy Clerk may be called upon to carry out the duties of the Clerks office in the event that the Clerk is unable to do so.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Recording secretary for the township Planning Commission, prepares agendas, receives land use applications from citizens for consideration by the Board of Trustees, Planning Commission, and Zoning Board of Appeals.
2. Filing and management of public records.
3. Maintains the Qualified Voter File (State of Michigan voter registration and election management software program) by checking the QVF Inbox at least weekly, and assists in all phases of conducting elections.
4. Prepares a monthly list of bills for approval by the Board of Trustees, prints and processes checks for mailing, and maintains proper documentation for auditors. The township has an accounting software package complete with general ledger, receipts, payables, and payroll.
5. Prepares payroll for employees, and completes New Hire State of MI reports, I-9 forms; including remittance of State of MI withholding, Federal, Social Security, and Medicare withholding, MESC reports, and IRS reports.
6. Maintains employment records and assists with employee benefit programs.
7. Assists with bookkeeping, including journal entries, general ledger entries, monthly financial reports, and payroll entries with the BS&A accounting software package.
8. Maintains Pine Grove Cemetery records and prepares deeds with the word document template.
9. Maintains accurate, up to date records of Township Ordinances and Resolutions.
10. Assists with maintaining and adding content to the township website.

11. Accepts, and assists with applications for U.S. Passports. The completed applications are mailed daily to the U.S. Department of State for processing.
12. The Deputy may be called upon to attend meetings on behalf of the Clerk and may be required to take minutes.
13. Assists in answering incoming telephone calls, take messages, and route callers to appropriate departments.
14. Receive and report complaints regarding problems with trash, recycling, and yard waste collection; receive and log requests for the township chipping machine; receive and verify information for logging open burn permits, and fax to Auburn Williams Fire Department.
15. Type letters, memoranda, reports, forms, charts, etc. from rough draft or corrected copy, or specific verbal or written instructions.
16. Check and proofread documents, forms, correspondence, and prepared materials for correct grammar, spelling, punctuation, dates, and format.
17. Operate standard office equipment such as computer software packages, copiers, facsimile machines, postage meter, etc.
18. Maintains confidentiality of documents and information received.
19. Receives and date stamps incoming mail and enters account numbers on all invoices.
20. Maintains neat and orderly work area; clean as needed.
21. Assists the Auburn Williams Recreation Association by preparing payroll with township payroll BS&A software. Also submits withholding payments, MESC and IRS reports on behalf of the Recreation Association.
22. Assists the Supervisor, Treasurer, or Building Department, if requested.
23. Performs other tasks and special projects as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES**

1. Successful completion of High School education or equivalent.
2. Previous office experience necessary.

3. Knowledge of the operation of standard office equipment such as typewriters, personal computers, multi-line telephone systems, copy and facsimile machines, postage meters, calculators, etc.
4. Knowledge of professional telephone and office etiquette.
5. Knowledge of correct English usage, spelling, and punctuation.
6. Knowledge of the format, organization, and composition of business letters, reports, memoranda, charts, and spreadsheets.
7. Knowledge of business productivity software applications such as Microsoft Word, Excel, Outlook, and other software packages as necessary.
8. Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
9. Ability to compose routine correspondence and compile reports.
10. Ability to work independently and efficiently in the absence of supervision, understand and carry out oral and written instructions, communicate clearly and concisely, both orally and in writing.
11. Ability to organize, prioritize and schedule work to achieve maximum efficiency.
12. Person must be able to perform occasional physical activities as needed. Voting machines are moved from the storage room behind the hall kitchen to the office and to the hall at times of elections. Standing, bending, stooping and stretching may be required occasionally.
13. Valid driver's license and driving record acceptable to Township's insurance carrier. Continuing education, requiring travel within Michigan may be necessary.
14. Must be bondable.

#### **CONDITIONS OF EMPLOYMENT**

- Must pass a pre-employment criminal background check.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- The Deputy Clerk's normal work schedule is 30 hours per week. Days off should be coordinated with other township personnel and discussed in advance, when possible.

- Minimal physical activity. Requires occasional physical activity such as lifting, pushing, office supplies and/or voting machines. Request assistance for lifting materials, supplies and equipment over 40 pounds.
- Work environment requires following basic safety precautions.

**The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.**