



POSITION DESCRIPTION

Position: Voter Registration Clerk		Department: Clerk's Office	
Reports to: City Clerk		FLSA Status: Non-Exempt	
Location: Civic Center	Division: City Clerk's Office	Pay Grade: N/A	
Revised:	Last Reviewed:12/04/2018	Union:	Status: Part-time

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial, and administrative work in organizing and maintaining official city records, providing administrative support to the department staff, and assisting in the administration of standard operating policies and procedures for the department.

SUPERVISION RECEIVED

Works under the direct supervision of the City Clerk and/or Deputy Clerk

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs activities related to voter registration and assists with the administration of all federal, state, and local elections in accordance with the State of Michigan Election Law, utilizing the Qualified Voter File including:

- Responsible for all voter registration input to computer system including new voter registrations, changes, and cancellations.
- Maintain records for voter master file and cancellation file.
- Send voter identification cards. Follow up on any returned cards to determine if voter truly resides at the address.

- Maintain information received from the Secretary of State regarding obtaining driver's license in another state and death notices.
- Issue and receive nominating petitions of local candidates and validate signatures from the master file.
- Process all absentee ballots and applications on computer system.
- Prepare all voter information requests as requested by candidates.
- Maintain confidentiality of sensitive or personal information.
- Flexible hours are required during elections.

Act as a Notary Public.

Assists the public on the telephone and at the counter. Directs calls and visitors and responds to standard inquiries.

Receive and distribute incoming mail, processes outgoing mail.

Provides general secretarial and clerical support for the Clerk's Office.

Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.

Operate listed office machines as required.

Other duties as assigned.

PERIPHERAL DUTIES

Skill in the use of office equipment and technology, including computers, Microsoft Office, and Qualified Voter File software.

Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, professional contacts, and the public.

Ability to convey and understand information effectively and promptly through speaking, hearing reading and writing.

Ability to critically assess situations, solve problems, and work effectively within deadlines and changing work priorities.

Assist in other department administrative activities as assigned.

MINIMUM QUALIFICATIONS

Education and experience:

- (a) Associate Degree (60 credit hours minimum) or working toward an associates degree from an accredited college or university with course work in business, management, records management, or closely related field of study, and
- (b) Two years of general office experience, preferably in a municipal setting.

Required Knowledge, Skills, and Abilities:

- (a) Thorough knowledge of computers and Microsoft Office programs, working knowledge of modern office practices and procedures.
- (b) Must be bondable as a Public Notary or ability to obtain upon hire.
- (c) Skill in operation of listed tools and equipment and ability to master new technologies.
- (d) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS:

At time of appointment, ability to accurately type fifty (50) words per minute and maintain throughout duration of appointment.

Demonstrated ability to meet the above mentioned qualifications.

Ability to work overtime during elections and as assigned by City Clerk and to maintain a flexible schedule during election preparation and on election dates.

TOOLS AND EQUIPMENT USED

Telephone, computer, copy machine, fax machine, calculator, election equipment and other office equipment as assigned.

PHYSICAL 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, and climb stairs to access files; to use hands to finger, handler, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Office is well lighted, carpeted, with heated and cooled environment.

The noise level in the work environment is typical of an office.

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and background check; conditional offer of employment; post-offer medical examination; drug screening; psychological exam, additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job 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 requirement of the job change.

Approval: _____
City Clerk

Approval: _____
City Manager

Approval: _____
Employee