**General Summary – Assistant Elections Clerk**

**Opening Date: June 6th, 2023**

**Part-time position**

**The hourly rate is $18.00 to $20.00 depending on experience.**

**Please email resume to** [**Clerk@cityofbuchanan.com**](mailto:Clerk@cityofbuchanan.com) **or drop off at City Hall 302 N Redbud Trl. Buchanan, MI 49107**

Under the direct supervision of the City Clerk the Assistant Elections Clerk provides general assistance to City Clerk and other administrative staff within City Hall. Also provides confidential secretarial support to the City Clerk. The Assistant Elections Clerk is one of the public faces of the city and is oftentimes who a caller or visitor might encounter when contacting the City. This person should be able to handle frequent interruptions and have the patience required to provide pleasant customer service to the public. He or she should be able to track many things simultaneously and enjoy serving the public.

***Duties***

Assist City Clerk with Elections

* Maintain Permanent AV Records
* Process Absentee ballot applications & ballots
* Train Election Inspectors
* Maintains election worker information.
* Maintains inventory of election supplies
* Pre- election duties
* Election Accuracy testing and public testing
* Precinct set up and teardown.
* Post election clean-up
* Maintains Voter Registration Rolls/ QVF
* Ability to become an Accredited Election Official
* Helps promote voter registration.
* Other duties as assigned.

Assist City Clerk with

* Preparation of agendas, packets and minutes for public meetings, boards and committee meetings as requested. May be a staff liaison or recording secretary as requested by clerk.
* Scanning/maintaining all City meeting minutes & city documents.
* Research city records as needed.
* Type, copy, enter data, sort, date stamp and distribute mail, updates incoming mail check received log daily.
* Maintain a current inventory of City office supplies.
* Ability to become a Notary Public
* Provide secretarial support for the City Clerk
* Provide staff support to an assigned department including serving as backup for various staff positions in their absence.
* Greeting incoming customers, assist with answering phone calls and direct them appropriately.
* Other duties as assigned.

***Required Knowledge, Skills and Abilities***

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

* + Minimum High School Graduate or GED
  + Ability to type proficiently.
  + Must be able to communicate effectively with people.
  + Strong organizational skills
  + Considerable maturity and judgment in dealing with sensitive materials and having the highest level of confidentiality.
  + The ability to thrive in a fast-paced environment.
  + Skill and experience in operating standard office machines, such as copy machines, scanners, and computers.
  + Previous municipal or private office support experience.
  + Proficient in additional Microsoft applications, such as: Outlook, Word, Excel, and Power Point
  + Basic Mathematics skills.
  + This position requires some weekend workdays and long workdays depending on the schedule of the Clerk department.
  + Ability to establish and maintain effective working relationships with other employees, supervisors, elected officials, and the public.
  + Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
  + Ability to critically assess situations and solve problems, communicate effectively, and work well under stress, within deadlines, and with changes in work priorities.