



**EMPLOYMENT OPPORTUNITY
CLERKS OFFICE**

APPLICATIONS ARE AVAILABLE ON-LINE AT: www.lansingtownship.org

Position Title: Office Assistant
Department: Clerk's Office
Position Type: Part-Time
Compensation: Minimum of \$16.00

Under the supervision of the Clerk and the guidance of the Deputy Clerk, the Office Assistant provides information and assistance to elected officials, candidates, and the public. This position performs administrative assistant duties for the Clerks Office. Provides backup assistance for most duties of the Deputy Clerk. Assists in maintaining records of election costs and participates in the selection and ordering of election supplies.

Essential Job Functions:

General Office

1. Provides excellent service, including but not limited to receiving, screening, and directing telephone calls, correspondence and visitors to the correct departments.
2. Maintain a positive, helpful, constructive attitude and working relationship with the Clerk, Deputy Clerk, and Payroll Clerk, as well as other township employees, elected officials and the public.
3. Assist in preparing and processing correspondence, mass mailings, notifications, records, documents, reports, statements, and information requests as well as obtaining information from a variety of sources.
4. Knowledge of relevant regulations, rulings, and laws that affect departmental operations to ensure
5. compliance.
6. Ability to gain certification as a Notary Public.
7. Close cash register daily, balance cash box weekly and prepare receipts for the Treasurer's office.
8. Performs other work as assigned.
9. Work hours as set by the Clerk or Deputy Clerk.
10. Serve as backup to the Deputy Clerk.

Clerk's Office

1. Assists Clerk with required Open Enrollment mailings and processing annually.
2. Assist Clerk with 1095-C reporting annually
3. Assist Payroll Clerk as needed
4. Assist the Clerk in issuance of various municipal licenses, in accordance with Township Ordinances and other regulations.

Elections

1. Responsible for general election duties as assigned.
2. Knowledge of accepted practices and principals of elections.
3. Maintain Qualified Voter File; Including but not limited to, monitoring transactions from the State and sending appropriate notices and/or ID cards to voters, including those who have moved into and out of the Township.
4. Receive and process voter registrations from various sources and forwards to appropriate jurisdiction.
5. Provide information and assistance to staff, and the general public regarding appropriate election procedures, filing deadlines, and results as they pertain to elections held within the Township.
6. Receive and verify for legal sufficiency petition and affidavit documents from elected officials, candidates, and the public to initiate the process of filing for office. Ensures affidavit and/or petitions are filed in accordance to state-mandated filing schedules and state law.
7. Assist with recording, distributing, and filing absentee ballots.
8. Assist in the testing of election equipment.
9. Orders and prepares the necessary supplies to conduct an election.
10. Responds to questions of a technical nature regarding election procedure.

11. Attends related election training and remains current with all required election trainings by the State.
12. Assists election inspectors; including schedules training for election inspectors. Reviews and compiles training materials.
13. Assists with election audits.
14. Maintains, creates, and publishes information for residents regarding elections to the Township web page.
15. Participates in all election events and performs related work as required.
16. Assists the Clerk and Deputy Clerk by monitoring legislation changes related to the election process.
17. Work additional weekend hours required by Prop 3 prior to elections, as well as extended hours during elections

Notices

1. Assists as needed with the creation of notices that originate in the Clerk's Office.
2. Assists as needed other departments with legal notices.
3. Publish, post, and distribute legal notices for the Township as needed.

Records & FOIA

1. Scans documents and creates templates as needed by the Department.
2. Assists in the maintenance of databases of ongoing and completed FOIA requests.
3. Provides general assistance to the Department Coordinator as it relates to FOIAs.
4. Maintains current knowledge and follows all Record Retention laws, FOIA laws and Township policies.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma or equivalent and two years of progressively more responsible experience in clerical and office administration.
- One year of full-time work experience in an election-related position preferred.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of election processes, procedures, and activities, records management and office procedures.
- Considerable knowledge of election terminology, Election Day processes and procedures, voter registration procedures.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles, and application and administrative support techniques.
- Strong skills in proofreading, performing arithmetic calculations, and maintaining accounts and records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Clerk's Office.
- Ability to learn specialized election equipment including but not limited to ballot marking devices, scanning equipment, and specialized election software
- Ability to attend meetings scheduled at times other than normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are 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 essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

The Charter Township of Lansing is an Equal Opportunity Employer.