

# Muskegon Charter Township

## JOB POSTING

**DATE OF POSTING:** January 2, 2019      **Posting expires:** January 18, 2019

Job Title: Clerical (Clerk's Office)

Job Compensation: This is a union position and is full time. Pay and benefits are subject to DPW/Clerical union contract and Township Handbook/Policies.

Reports to: Township Clerk

The Muskegon Charter Township Clerk's Office is seeking to employ someone that can proficiently perform all of the following:

Election Administration, Payroll and Accounts Payable Assistant.

Minimum requirements: At least 5 (five) consecutive years of experience in conducting all functions of elections and demonstrates proficiency in secretarial work, payroll, accounts payable and or an ambitious, fast learner who can demonstrate a satisfactory level of proficiency during the probationary period.

Under the direction of the Township Clerk, this position must demonstrate proficiency in the following:

- Elections: skilled in using the QVF, maintaining voter records, preparing election equipment for each election, completing test decks, public accuracy testing, maintaining election worker lists and assisting with the payment of election workers, create billings to other agencies for election expenses
- Secretary: excellent computer skills, assist Township Clerk with typing of documents; maintaining Board minute files, preparing Township Board agendas, packets and distributing the same, maintaining Clerk files and compliance with retention schedules, maintaining ordinance and resolution files, maintaining all business license records, assist with completing dangerous animal check list, purchasing Township supplies,
- managing the Clerk's counter, assist with distributing incoming faxes, notarizing documents, postings at Township Hall entrances (board meetings, closing of Township Hall)
- Payroll: assist in maintenance of employee payroll files, enter employee payroll changes in the payroll system, assist in preparation of payroll and other clerical payroll tasks as assigned

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- Accounts Payable: assist with the processing of vendor payments and maintenance of accounts payable files. Assist front Treasurer's desk during lunch hours or at such times as needed.

NOTE: THE ABOVE LIST OF JOB DUTIES IS NOT NECESSARILY ALL INCLUSIVE. BUT IS TO BE USED AS A GUIDE.