

Hartland Township

Job Description

Job Title:	Clerk Assistant – Elections
Pay Rate:	Grade 4 (\$19.55 – \$29.14)
Work Schedule:	Monday through Thursday, 9:00 a.m. – 6:00 p.m.
Benefits:	Medical, Dental, Vision, Life/AD&D, Short- and Long-Term Disability, Retirement

Position Summary

The Clerk Assistant – Elections supports the Township Clerk's Office with the administration of municipal elections and provides additional clerical support across several township functions. This position requires accuracy, attention to detail, strong customer service skills, and the ability to manage multiple responsibilities in a fast-paced public office environment.

Primary Responsibilities

Election Administration

- Assist with all aspects of preparing for, conducting, and closing municipal elections.

- Process voter registration records and maintain the Qualified Voter File (QVF).

- Prepare, mail, file, and maintain identification cards, master cards, reports, and related election documentation.

- Support compliance with election laws, procedures, and record retention requirements.

Clerk's Office and Public Services

- Assist with records management and retention activities.

- Process the sale of cemetery lots and maintain cemetery records and maps.

- Respond to public inquiries regarding cemetery information and coordinate activities with the sexton.

- Assist with park reservation requests and scheduling.

- Assist with passport application processing as a Passport Acceptance Agent.

- Perform duties as a Notary Public.

Additional Responsibilities

- Serve as backup to the Clerk Assistant – Administrative position as needed.

- Attend required and optional continuing education and training to obtain and maintain certifications related to elections, notary services, and passport processing.

Perform other duties as assigned in support of the Clerk's Office.

Job Qualifications

Required Qualifications

Knowledge of and skill in using computers, job-related software, and standard office equipment.

Ability to interpret, process, and maintain detailed and confidential records with accuracy.

Strong organizational skills with the ability to prioritize, meet deadlines, and work independently in an environment with frequent interruptions.

Excellent customer service skills and the ability to establish and maintain effective working relationships.

Ability to be bonded.

Physical ability to transport file boxes and equipment weighing up to 35 pounds.

Certifications and Licenses

Ability to obtain and maintain Notary Public and Passport Acceptance Agent designations within required timeframes after hire.

Preferred Qualifications

Some post-secondary education or job-related experience.

Two years of relevant experience, preferably including work related to elections or municipal administration.

Disclaimer

This job description outlines the general responsibilities and qualifications for the position and is not intended to be a comprehensive list of all duties that may be assigned.

Application Process

To apply, please submit a resume and completed application to:

Larry N. Ciofu

Township Clerk

Hartland Township

2655 Clark Rd.

Hartland, MI 48353

Email: clerk@hartlandtwp.com