

CITY OF FARMINGTON
JOB DESCRIPTION

DEPUTY CLERK

Department: Clerk's Office

Job Title: Deputy Clerk

Supervised By: City Clerk

Job Type: Full Time

Closing Date: Open Until Filled

Pay Rate: \$51,868 - \$61,296

Position Summary:

Under the direct supervision of the City Clerk, this position performs a wide range of administrative and clerical tasks related to voter registration, elections, and overall department operations. This position attends to the front counter, assists customers, and provides support to other City functions as assigned. The Deputy Clerk acts as the City Clerk in that person's absence as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Assists the City Clerk in providing administrative support to the City Council and other boards, commissions, and committees as assigned. Prepares agendas, correspondence and packets. The Deputy Clerk schedules and attends meetings, posts meetings, minutes, and official notices. This position is required to record and prepare meeting minutes, maintain files, and completes related tasks as assigned.
- Processes voter registrations and maintains voter registration files in accordance with state regulations. Registers new voters, records changes in address, issues voter registration cards and cancels registrations. Prepares, processes, mails, and receives absentee voter ballot applications.
- Administers and participates in all elections held in the City in accordance with Federal, State, and local laws. Prepares legal notices, issues absentee ballots, maintains election equipment, and coordinates the set up and tear down of voting equipment. Participates in the hiring, training, and supervision of election workers and performing related tasks.
- Attends to the counter and phones, receives payments made to the City, and provides general information to citizens regarding City operations, policies, and procedures. Acts as public notary. Processes park reservations.
- Issues municipal and other regulatory licenses and permits, including a variety of permits and other business-related licenses in accordance with City ordinances and other regulations.
- Provides cemetery information to the public and funeral homes, processes applications and payments for burials and grave markers, and maintains cemetery records.
- Maintains filing and records systems, and assists the City Clerk in maintaining the official records of the City in accordance to established legal requirements and internal record retention policies.

- Provides administrative support for the department. Types, files, scans, and performs data entry. Prepares standard and advanced correspondence, documents, forms, and reports. Maintains and updates City and events calendar. Compiles data and research, prepares reports and forms, and completes special projects as assigned.
- Responds to inquiries and provides general and complex information to other departments and the public. Resolves issues independently and refers more complex situations to the appropriate party.
- Provides direction, training, and general guidance to staff assigned to the Clerk's office. Conducts the training of election inspectors.
- May provide back-up coverage and assistance for a full range of office operations and serve as the City Clerk in that person's absence.
- Attends conferences, workshops, and seminars as appropriate to remain abreast of new developments and administrative techniques related to elections, record keeping, and other municipal clerk duties.
- Performs other related duties as assigned that may not be included within this job description.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

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.

- Associate's degree and a minimum of 2 years of experience working on elections within a municipal City Clerk office; or, an equivalent combination of education, experience, and/or certifications sufficient to successfully perform the essential duties of the job such as those listed above.
- Valid State of Michigan Driver's License and the ability to maintain one throughout employment.
- Experience working with or administering elections, Qualified Voter File Accreditation, Notary Public, and Municipal Clerk certification is desirable.
- Thorough knowledge of general office operations and administrative and clerical procedures and practices.
- Knowledge of the City Charter, official City policies, and the laws and ordinances governing elections, record management, and access to public information.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to communicate effectively and present ideas and concepts orally and in writing and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work extended hours during elections.

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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee consistently works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The noise level in the work environment is usually quiet.

During elections, the employee is required to work extended hours, travel between polling sites, set up and tear down election equipment, and must lift and/or move items of moderate to heavy weight of up to 28 lbs. The noise level in the work environment is usually quiet to moderate.