



Charter Township of Waterford Job Description

Typist-Clerk I

Department:	Clerk's Office
Supervised By:	Township Clerk or designee
Supervises:	None
Bargaining Unit:	Teamsters
FLSA:	Non-exempt
Status:	Full-time

General Summary

Under the direction of the Township Clerk or designee, this position performs a variety of clerical tasks requiring the exercise of independent judgment and knowledge of office procedures, election law, and terminology gained through experience and training. Performs clerical duties for departmental staff.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following 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.

1. Answers the telephone and provides counter assistance, directing departmental visitors and providing routine procedural information.
2. Assists in a variety of departmental activities, including processing voter registrations, absentee ballots, passport applications and photos, licenses, notices, filing, record retention, reports and forms, compiling data, scanning documents, and assisting others with their work.
3. Files and retrieves data from various computerized databases and spreadsheets.
4. Assists in maintaining the State QVF (Qualified Voters File).
5. May issue permits and licenses required by Township Ordinances.
6. Operates a variety of office machines, such as an adding machine, postage-meter, FAX, copy machine, computer equipment, and assist testing of election equipment when required.
7. May have responsibility for maintaining clerical inventory controls and ordering materials as necessary.
8. Deliveries and sorting mail as necessary.
9. Assist in all election work as needed including but not limited to; Polling Place Preparation, Absentee Ballots, Absentee Applications, Hiring and Training Election Workers, delivering applications and ballots to residents, gathering FOIA (Freedom of Information Act) information when requested.
10. Other duties as assigned.

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.

1. High school diploma or equivalent.
2. Ability to type 45 wpm accurately using word processing software. Typing skills test required.
3. Must possess basic word processing, database, and spreadsheet software skills. Skills test required.
4. Thorough knowledge of general office and filing system procedures and practices.
5. Must possess good grammatical, spelling, and mathematical skills. Skills test required.
6. Ability to meet and talk with customers and the general public in a positive, professional, and friendly way.

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 works in an environmentally controlled office setting.

This is a low physically demanding position, requiring a limited range of motion. Work is performed in the optimal working envelope of the neck to the navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform the most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lift objects of 35 pounds may be required. The employee must be able to write and work with a computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

<u>2022 WAGES:</u>	Start	\$17.46/hr.
	6 Months	\$18.49/hr.
	1 Year	\$19.52/hr.
	2 Years	\$20.54/hr.

Posting Date: 8-26-22
 Closing Date: 9-07-22

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township’s web page <https://www.waterfordmi.gov/jobs>