



Charter Township of Waterford Job Description

Election Worker – Temporary – Part-Time

Department:	Clerk's
Supervised By:	Departmental Aide or Designee
Supervises:	No Supervisory Responsibility
Bargaining Unit:	None
FLSA:	Non-exempt
Status:	Part-time

General Summary

Under the direction of the Township Clerk or designee, is responsible for performing a variety of clerical and routine administrative tasks and functions in support of the Clerk's Department. Including, minute taking, record retention, elections, filing and customer service.

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. Answer phones and provide front counter customer service.
2. Serve as contact for committees; post agendas, prepare minutes and handle publications.
3. Elections: process absentee ballot applications, issue and receive ballots using the State of Michigan qualified voters file, assist with electronic poll book and election day preparations.
4. Assist with FOIA requests.
5. Responsible for handling the Clerk's email requests.
6. 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. Experience in a municipal office, customer service setting or comparable.
3. Ability to work with minimal supervision, multi-task, prioritize and meet deadlines.
4. Proficiency in computers and office technology, including Microsoft Word, Outlook, Excel.
5. Ability to prioritize and complete multiple projects and tasks.
6. Professionalism to interact with the public and other departments.
7. Self-motivated and *attention to detail with good organizational skills.*

8. Excellent oral and written communication skills
9. Ability to pass a background investigation including a criminal history and credit check to assure there are no financial risk issues.

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 limited range of motion. Work is performed in the optimal working envelope of neck to 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 most essential task 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 not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts of 25 pounds may be required. Occasional overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Wages: \$15.00-18.00/hr. depending on qualifications

Hours: M-F 8:00 a.m. - 5:00 p.m. (Labor Day – Memorial Day)

M-F 7:30 a.m. - 4:30 p.m. (Memorial Day – Labor Day)

Position requires some flexibility and evening or weekend hours during elections

Posting Date:

Closing Date: Open until filled

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> Submit completed applications to award@waterfordmi.gov