



Charter Township of Waterford Job Description

Election Worker

Department:	Clerk's Office
Supervised By:	Deputy Clerk
Supervises:	No supervisory responsibility
Status:	Part-time

General Summary

Waterford Township is accepting applications for the upcoming 2024 Elections to work in the Clerk's Office. This position will be flexible and also allow for 40 hours per week (if possible) as it gets closer to the Election. Qualifications include being able to perform in a fast-paced environment, having the desire to serve the public, having a positive attitude toward the customers/residents, being self-directed, exhibiting excellent communication skills, paying attention to details, having outstanding organization skills, multi-tasking, and meeting deadlines.

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 in a professional manner.
2. Register new voters, process absentee ballot applications, and issue and receive ballots using the online State of Michigan Qualified Voters File. A one-day mandatory online class is required. Assist with the electronic pollbook, file in both alpha and numerical order. May assist with setting up training for Election Workers and assist with all Election Day preparations.
3. Assist with FOIA requests when necessary.
4. Filing and Organizing
5. Responsible for answering Clerk and Election email requests
6. Additional items may be added as needed including processing passports.
7. 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.

- High school diploma or equivalent.
- Proficiency in using a computer, including Outlook (emails), and Word.
- Professionalism to interact with the public and other departments.

- Self-motivated and attentive to detail with good organizational skills.
- Excellent oral and written communication skills.
- Ability to assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to grasp new concepts quickly and work independently with minimal oversights when given direction.
- Excellent customer service skills to assist residents at the counter in person, or on the phone.
- A valid Michigan Driver's License.
- A registered voter in the State of Michigan.
- Ability to work in an open office environment.

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 essential functions.

The work is generally performed in an office environment. Typically, the employee may sit while doing their work. However, there will be some standing, walking, and carrying of papers or containers that may weigh in excess of 25 pounds. Driving an automobile and going outside to check the drop boxes will also be required.

The employee must be able to manually write and work with a pen/pencil and on a computer keyboard. Vision and hearing are required to successfully perform this job.

WATERFORD TOWNSHIP IS AN EQUAL-OPPORTUNITY EMPLOYER

**WAGES: Depending on the individual's qualifications
the pay may be up to \$20.00 per hour**

Please send resumes to: kmarkee@waterfordmi.gov

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>