**JOB DESCRIPTION**

**1/16/2024**

Date Posted: January 23, 2024

Application Period: January 23, 2024 – Until Filled

To Apply: Send employment application, cover letter, and resume to clerk@ktwp.org

Pay: $42,889-$51,459

Benefits: Health, Dental, and Vision Insurance, Paid Sick, Paid Vacation, Tuition Reimbursement, Retirement plan (10% employer contribution no match required), Life, LTD, and STD Insurance

**TITLE:** **Elections / Office Assistant**

Under the supervision of the Township Manager and in the absence of the Manager, the Township Supervisor, this full-time position serves as Elections Assistant, working closely with the Township Clerk and the Elections Coordinator to prepare for elections. During the times in which there is no upcoming election, this position serves as Office Assistant, performing a variety of clerical support tasks in the departments of Treasury, Assessing, and Clerk. Positions in this classification will require proficiency in Microsoft Office, governmental software, automated data entry and retrieval, bookkeeping, record keeping, and computer/software operation.

**Examples of Work:**

* Professionally communicates via email, telephone, text, and in-person interactions.  Receives requests for information or services, collects information from applicants for municipal services, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel.
* Operates office equipment, such as copiers, faxes, scanners, and computers.
* Performs various other clerical-related tasks in a training capacity, or as workloads, temporary absences or emergencies dictate.
* All other duties determined to be necessary.

**Examples of Elections Work:**

* Maintains the integrity of the electoral process and procedures
* Processes and verifies voter registrations; researches and resolves discrepancies and errors; prepares and sends address verification and cancelation correspondences; maintains master card files.
* Operates and updates the Qualified Voter Files (QVF) database; maintains an accurate record of all registered voters.
* Prepares election materials, orders, and distributes supplies.
* Prepares, mails, receives, and validates absentee ballots and applications
* Performs post-election procedures, including reports, reimbursement, retention, and secure storage of ballots, equipment, and supplies.

**Examples of Assessing Work:**

* Sorting and filing Assessing Department Documents
* Sorting and scanning Assessing Department Documents

**Examples of Treasury Work:**

* Processes receipts for taxes and other monies due to Kalamazoo Township
* Balances cash drawers daily, creates deposit slips, prepares cash transmittal reports
* Maintains records and provides various reports of related activities involving but not limited to property taxes, special assessment, payroll, accounts payable, trial balance, etc.
* Assists with distribution of tax notices to proper mortgage companies and homeowners
* Answers calls regarding taxes, special assessments, sewer, water, and rental fees

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification.  They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications:**

**Education / Necessary Special Requirements:**

* High school diploma required, associate degree or some college preferred
* Must have the ability to obtain certification and training required by the Michigan Bureau of Elections within 30 days of hire (i.e. must be registered to vote in Michigan, or be 17.5+ and eligible to become a registered voter upon turning 18)
* Must be bonded upon hire

**Knowledge, Skills, and Abilities:**

Exhibit excellent communication skills and organizational proficiency. Able to work independently and meet required deadlines while completing other tasks. Accommodate large workloads under time requirements, work effectively under stress, and follow complex instructions. Able to perform work thoroughly and conscientiously with attention to detail, identify problems and make well-informed and objective decisions, determine the accuracy and relevance of information, and use sound judgment. Adapts to change in the work environment and manages competing demands. Able to interpret and apply work-related rules, regulations, laws, and procedures.

*The qualifications listed above are guidelines.  Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.*

**Physical Demands and Working Conditions:**

While performing the duties of this job, the employee is required to stand, bend, walk, kneel, and lift and/or move items of moderate weight.

*The physical demands and work environment characteristics listed above are representative of those an employee encounters while performing the essential conditions of the job.  These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

*For purposes of Employment Standards, this classification is “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act.*