**JOB DESCRIPTION**

**TITLE: ELECTIONS ASSISTANT (TEMPORARY THROUGH ~NOV 22)**

**Nature of Work**

Under the supervision of the Elections Coordinator, Manager, and Clerk, serves as the Elections Assistant. The Elections Intern works closely with the Elections Coordinator to prepare for the November 8, 2022 election.

**Flexible Work Schedule** (during Twp hours):Township Hall is open:

**20-40 hours** per week 8AM – 5PM M – Th

*Perfect for a Fall Internship!* 8 AM – 2 PM Fridays

**Pay Rate: $15 / hour**

If the hired candidate would like this experience to count toward an internship, Township staff will work with your institution and complete the paperwork to host an intern.

**Essential Job Functions:**

* 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.
* Assigns election inspectors to precincts; prepares timesheets and database for all election inspectors; coordinates, schedules, and oversees set up of voting precinct locations.
* Prepares election materials, and 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.
* Performs a variety of other related duties in a training capacity or as workloads, temporary absences, or emergencies dictate.
* Assists members of the public by phone, correspondence, or in person.
* All Other Duties determined to be necessary.

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

**Employment Qualifications**

**Education**:

No education requirements.

Must have the ability to obtain certification and training required by the Michigan Bureau of Elections (i.e. **must be registered to vote in Michigan,** or be 17.5+ and eligible to become a registered voter upon turning 18)

**Experience**:

No experience required

If a current student – involvement in civic engagement efforts is recommended

**Knowledge, Skills, and Abilities:** Comprehensive knowledge of Clerk’s roles and responsibilities. Exhibit excellent communications skills, demonstrate leadership ability, and exhibit organizational proficiency and the ability 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. Ability to perform work in a thorough and conscientious manner 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. Ability to create a friendly work environment. Ability 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 encounter 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.*