



145 S. Second St. ■ P.O. Box 158  
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tittabawassee.org

## **ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH TITTABAWASSEE TOWNSHIP**

Deputy Clerk  
Starting Salary: \$51,771  
(W/Excellent Fringe Benefits as well as  
a MERS Defined Benefit Pension)

Tittabawassee Township, a municipality of approximately 10,000, is seeking a full-time employee to fill the position of Deputy Clerk.

### **GENERAL STATEMENT OF DUTIES**

The Deputy Clerk oversees the day-to-day operation of the Clerk's Office. This position reports to both the Elected Township Clerk, and the Township Manager. During elections, the Deputy Clerk is responsible for: administering the election, running of 4 voting precincts, managing 2 Absent Voter Counting Boards, troubleshooting issues, and recruiting poll workers.

### **QUALIFICATIONS**

Required knowledge, skills and abilities for this position include: Associates degree at minimum, four (4) year degree preferred; three (3) years of experience in a municipal Clerk's Office as well as election administering preferred; extensive knowledge of the principles and practices of municipal government; and various other requirements that can be found in the job description.

### **EXAMINATION PROCEDURE**

Applications will be screened and those deemed best qualified will be interviewed.  
ORAL INTERVIEW.....100%

### **APPLICATION PROCEDURE**

Please submit cover letter, resume, and references to the Township Manager's Office located at 145 S. Second Street, Freeland MI 48623 or [bfederspiel@tittabawassee.org](mailto:bfederspiel@tittabawassee.org).

**Please have all materials submitted by 3:00pm, Friday September 23, 2022.**

**EQUAL OPPORTUNITY EMPLOYER**

**TITABAWASSEE TOWNSHIP  
JOB DESCRIPTION**

**DEPUTY CLERK**

Supervised By: Township Clerk and Township Manager

**Position Summary:**

Under the direction of the Township Clerk, assists in managing the Office of the Township Clerk. Oversees elections, develops and maintains filing and records management systems, provides customer service and acts as Township Clerk in the absence of the incumbent if so directed.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

1. Elections- All functions encompassing administering an election.
2. Assist Township Manager and/or Clerk- letters, memos, schedule meetings, create forms, budgets, contracts and/or agreements.
3. Special Assessment District Process, Resolutions, Public Hearings, notices.
4. Committee Meeting Tasks- Board of Trustees, Parks, DDA, Planning Commission.
5. FOIA Coordinator.
6. Issues, records, and prepares Business Licenses.
7. Customer Service/Front Desk duties – telephone assistance, cash receipts, utility billing collection, Tax Collection. Must interact effectively and appropriately with citizens daily.

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

**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.

Requirements include the following:

- Associates degree at minimum, four (4) year degree preferred
- Three (3) years of experience in a municipal clerk's office including elections tasks preferred.
- Considerable knowledge of the principles and practices of municipal government operations.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, and professional contacts as well as the public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.

Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.