

Deputy Clerk – Job Opening

Williamstown Township is looking for a part-time Deputy Clerk. This is an appointed position. The amount of hours is approximately 21 hours per week (3 days per week) but could vary, depending upon workload in the Clerk's office. The Deputy Clerk is responsible for or assists in a variety of duties including:

- Assist in most aspects of Township elections
- Maintain the Qualified Voter File (QVF)
- Process payroll and accounts payable
- Act as Recording Secretary at Board of Trustees meetings; writing and distributing minutes and meeting synopsis
- Election-related mailings including AV Applications and Ballots
- Ability to maintain confidentiality
- Maintaining files for invoices, checks, permanently retained files and voter master cards
- Responding to residents and others at the counter and by phone
- Responding to and processing FOIA requests as needed
- Working cooperatively with other Township staff
- Other duties as assigned

The candidate must be skilled with computers and have experience with email, Word and Excel. Experience working with databases (extraction of data) is a plus. Interested persons please contact Robin Cleveland at (517) 655-3193.