

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**ASSISTANT TO THE CLERK**

**Supervised by:** Township Clerk  
**Supervises:** Subordinate clerical personnel as assigned

**Position Summary:**

Under the general direction of the Township Clerk, is responsible for the day to day operations of the Clerk's office in conjunction with the Deputy Clerk. Must ensure that statutory requirements for the Clerk's office are fulfilled. Maintains confidentiality of sensitive or personal information.

**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. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in the conduct of all elections held in the Township in accordance with local, state and federal laws. Prepares legal notices. Tests and troubleshoots voting equipment. Orders election supplies, assists with recruitment and training of election workers, and coordinates assignment of workers to precincts. Assists with recording, distributing, and filing absentee ballots.
2. Oversees and participates in the registration of voters. Registers new voters, helps to plan voter registration drives and publicity, and provides backup to clerical staff for processing changes of address, cancelled voter registrations, voter registration cards, and other voter communications.
3. Coordinates the processing of work generated by the Township Board and the Clerk and may delegate departmental work to clerical personnel.
4. Prepares and processes correspondence, records, documents, reports, statements, and information requests as well as obtaining information from a variety of sources.
5. Coordinates special projects under the jurisdiction of the Clerk's office.
6. Processes resolutions and ordinances and proofreads and corrects Township Board meeting minutes taken by the recording secretary. Consults with attorney to write ordinances and maintains ordinance codification.
7. Researches and writes resolutions for special assessment districts. Coordinates with contractors and attorneys to set up special assessment districts.
8. Oversees the issuance and registration of permits and licenses in accordance with Township ordinances and other regulations. Maintains records, tracks renewals, and ensures compliance with regulations.

9. Assists the Township Clerk in the safe keeping and management of all Township records and documents. Maintains a comprehensive document and record retention system.
10. Writes public hearing notices and schedules and processes planning applications including rezoning, conditional use permits, and Zoning Board of Appeals. Coordinates extensively with the Planning Department.
11. Works with the State Tax Commission, and within state laws to process industrial facilities exemption applications.
12. Maintains a current working knowledge of relevant regulations, rulings, and laws that affect departmental operations to ensure compliance.
13. May serve as recording secretary for Board meetings and as backup for accounts payable and payroll.
14. Performs related work as required.

**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:

- An Associate's degree, or the equivalent with coursework in office management or a related field.
- Three or more years of office or business management experience preferably in a municipal setting.
- A Michigan's Vehicle Operator's License.
- Must be bondable.
- Registration as a Public Notary or ability to obtain upon hire.
- Considerable knowledge of the principles and practices of municipal government operations.
- Skill in the use of office equipment and technology, including computers and word processing, spreadsheet and Qualified Voter 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 oversee, delegate to, and manage the workload of office staff.
- 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.

**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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.