

**CITY OF OWOSSO  
JOB DESCRIPTION**

**DEPUTY CLERK**

**Supervised By:** City Clerk  
**Supervises:** Assists in the supervision of temporary office election help and election workers.

**Position Summary:**

Under the supervision of the City Clerk, performs a wide range of administrative, educational, and clerical tasks related to voter registration, elections, and overall department operations. Attends to the front counter, assists customers, and provides support to other City functions as assigned. Acts as the City Clerk in that person's absence as assigned.

**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 the City Clerk in providing administrative support to the City Council and other boards, commissions, and committees as assigned. Assists with preparation of agendas, correspondence and packets, schedules and attends meetings, posts meetings, minutes and official notices, records minutes, maintains official files, and completes related tasks as assigned. Some meetings may be outside of normal business hours.
2. Primary State Accredited User of QVF Software. Processes voter registrations and maintains voter registration files in accordance with state regulations. Registers all new voters, records changes in address, issues voter registration cards and cancels registrations.
3. Assists in administering all elections held in the City in accordance with Federal, State, and local laws. Prepares legal notices, oversees the issuance of all absentee ballots, coordinates bulk mailings, maintains and tests election equipment, and assists in coordinating the set up and tear down of voting equipment. Participates in the hiring, training, and supervision of election workers and office election help.
4. Attends to the counter and phones and provides general information to citizens regarding City operations, policies, and procedures. Orders and maintains office supplies.
5. Issues municipal and other regulatory licenses and permits.
6. Maintains filing and digital records systems and assists the City Clerk in maintaining the official records of the City in accordance with established legal requirements and internal record retention policies.
7. Provides administrative support for the department. Types, files, scans, and performs data entry. Creates and/or prepares standard and advanced correspondence, documents, forms, and reports, in both digital and hard copy formats. Compiles data and research, prepares reports and forms, and completes special projects as assigned.

8. Responds to inquiries and provides general and complex information to other departments and the public. Resolves issues independently and refers more complex situations to the appropriate party.
9. May provide back-up coverage and assistance for a full range of office operations and serves as the City Clerk in that person's absence.
10. Attends conferences, workshops, and seminars as appropriate to remain abreast of new developments and administrative techniques related to elections, record keeping, and other municipal clerk duties.
11. Performs notary services for the public and City-related business.
12. Assists in maintaining the City website.
13. Performs other duties as assigned.

**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.*

- An associate's degree in public administration, business administration, management or a related field is preferred.
- Five years of increasingly more responsible clerical, secretarial or office administration experience, with low level management experience preferred.
- Two years' experience in an elections environment strongly encouraged.
- Any equivalent combination of education and progressively more responsible experience may be considered.
- Thorough knowledge of general office operations and administrative and clerical procedures and practices required.
- Working knowledge of the methods and techniques of record keeping, filing, records management, and reporting for all document formats, including hard copy files, digital files, email, and social media/web postings.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism. Must have the ability to work in a sustained high-pressure atmosphere during election time.
- Skill in the use of office equipment and technology, including computers, specialized records management systems, elections equipment and software, and other related software (Microsoft Word, Excel and PowerPoint and Adobe Acrobat are used daily), and the ability to master new technologies.
- Ability to recognize when a situation calls for action and the initiative to act on that realization.

- Ability to communicate effectively, present ideas and concepts orally and in writing, make public presentations, and conduct educational classes.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with fellow employees, City officials, professional contacts, community leaders, the media, election workers, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work extended hours during elections.
- Must be able to obtain Michigan Notary Certification.
- Must hold current State of Michigan Election Officials' Accreditation or be able to obtain said certification within 6 months.

**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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit/stand and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

During elections, the employee is required to work extended hours, travel between polling sites, set up and tear down election equipment, and must lift and/or move items up to 40 pounds in weight. The noise level in the work environment is usually quiet to moderate.