

Job Title: Deputy Clerk

Position Type: Appointed

Reports To: Clerk & Township Board

Overview:

Assists the Township Clerk in all administrative and statutory duties.

Key Responsibilities:

- Sub for Clerk as needed
- QVF & inspector certification
- Maintain QVF (voter list)
- ID cards and master cards
- Assist in coordinating elections
- Performing all election duties and trainings
- Record management
- Contracts, agreements
- Publications

Required by Law:

- Must take oath of office
- Acts in place of Clerk during absence or vacancy (MCL 41.69)

Appointive Authority (if applicable):

- Appointed by the Township Clerk

Other Requirements or Notes:

- Serves at the pleasure of the Clerk
- May be full-time or part-time based on township needs