**Job Title:**  Deputy Clerk

**Type of Employment:**

 Probationary for the first 180 days

 Performance evaluation and check-in at the end of three months

 Performance evaluation and check-in at the end of six months

 Regular full-time after 180 days

**Start Date:** To be determined

**Hours:** Normal non-election times 40 hours/week from 8:00 – 5:00

Election times – 40+ plus as needed for 1 month prior to election and week of election.

**Pay Rate:** To be determined/dependent on qualifications and experience

Time and ½ is paid after 40 hours. Hours over 40 must be approved by the Manager or Clerk.

**Reports to**: Clerk and/or Manager

Election training from Danielle Riegel.

**Benefits:**  Holiday Pay – 8 hours of holiday pay for 12 Township scheduled holidays

Vacation Pay – employees hired January 1 through June 30 are entitled to 40 hours. For new employees hired July 1 through December 31, vacation time is pro-rated from the date of hire until December 31. After first year of employment, 80 hours vacation pay

Longevity Benefit – For new employees, year one will be pro-rated based on 2.5% of the annual base salary earned from the entry date to December 31.

Pension Plan – MERS Defined Benefit Retirement on the first day of the month following 30 days of employment. Currently paid at 14%. You must be employed for 10 years to be vested.

Personal Day – employees receive one personal day (8 hours) in each anniversary year.

 Insurance - employees are eligible to participate in the medical, dental and vision care

 Insurance plans. SJCT provides a basic life insurance plan.

The Township does a background check prior to hiring. A signed release to perform a background check is required.

**Deputy Clerk duties include:**

Assist with election duties as assigned by the Clerk including but not limited to:

* Processing absentee ballots (largely handled by election assistant)
* Maintaining the QVF computer and voter records (largely handled by election assistant)
* Responding to FOIA requests as needed
* Tracking election supplies
* Tracking election expenses for reimbursement
* Maintaining the Permanent A/V list
* Order election supplies and ballots
* Attend and/or take on line training required by the State
* Prepare manuals and training materials for election workers
* Prepare legal notices and publications
* Schedule voting machine testing
* Contact and coordinate election workers and recommend to Election Commission for approval
* Coordinate and order meals for election workers
* Pack supplies and organize equipment to be delivered to precincts
* Set up time and date for Election Commission meeting – contact Election Commission
* Create agenda and packet for and attend Election Commission meeting
* Coordinate with the County or teach election worker training (election workers must attend training every two years)
* Schedule and supervise election equipment set-up and tear-down
* Be available for the entire day of an election
* Coordinate delivery of ballots and other items to precincts on Election Day prior to polls opening
* Monitor polling place activities
* Create and deliver post-election reports and results to the County either on Election Day or the following days as required by the County
* Work/be available the Saturday or Sunday as required by the State of and coordinate assistance if needed
* All other election duties as assigned by the Clerk
* Set up and maintain E-Poll Book computers and programs
* Administer oaths
* Assist with preparing Board of Trustees meeting packets
* Maintain Board of Trustee minute binders and distribute copies of minutes and publish synopsis’ as needed.

Additional duties shared with front office staff include:

* Answer telephone and greet walk-in visitors.
* Answer routine inquiries and/or refer to appropriate staff member.
* Collect fees and charges, issues receipts, record transactions. Including but not limited to distribution and receipt of the following forms:
* Voter Registration Forms
* Absentee Ballot Applications/Absentee Ballots
* Permits
* Dog Licenses
* Park Reservations
* Taxes
* Landfill Passes
* You may be called on from time to time to open the Township Hall for business (unlocking front door, turning on front counter computers on, retrieving the cash drawers, setting date stampers, etc.)