**Election Assistant/Office Assistant - Job Description**

**Election Assistant/Office Assistant**

The position of Election Assistant is designed to assist in carrying out the Clerk’s statutory duty of conducting elections.

Election Assistant duties consist of election related tasks as assigned by the Deputy Clerk or Clerk.

Office Assistant duties 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:

* Absentee Ballot Applications/Absentee Ballots
* Permits
* Park Reservations
* Taxes
* Landfill Passes
* Other Duties as assigned by the Township Manager

**Type of Employment**

* Permanent Part Time, 20 hours per week, M-F 1:00 p.m. – 5:00 p.m.
* The week prior to an election, M-F 8:00 a.m. – 5:00 p.m. with one hour unpaid for lunch
* Election Day – all day – begins at approximately 6:00 a.m. and lasts until the work is finished or the Clerk or Deputy Clerk dismisses.

**Benefits**

* After completing one year of employment, four (4) hours of holiday pay for 12 holidays to include:
  + New Year’s Day (January 1)
  + Good Friday (Friday before Easter)
  + Memorial Day and Friday before
  + Independence Day and usually one more day depending on how it falls
  + Labor Day and Friday before
  + Thanksgiving and the day after
  + Christmas and usually the day after depending on how it falls
* Vacation Pay as follows:
  + 0-1 year None
  + 2-5 years 40 hours
  + 6-10 years 60 hours
  + 11 or more 80 hours
* Longevity Benefit as follows:
  + 5-9 years 1.25% of pay
  + 10-14 years 2.50% of pay
  + 15-19 years 3.75% of pay
  + 20+ years 5.00% of pay

Paid on the last pay day of November of each year after reaching 5 years of employment.

* Pension Plan
  + Employees working 100 hours or more a month will be enrolled in the MERS Defined Benefit Retirement Plan on the first day of the month following 30 days of employment. The Township contributes 14% of the yearly base wages. The MERS plan is fully vested to the employee after 10 years of employment with the Township.
* Insurance
  + Part time employees are not eligible for insurance benefits.