



JOB POSTING: DEPUTY CLERK

Ross Township is seeking to fill the Deputy Clerk position. Job functions include but are not limited to, telephone service, election co-ordination, legislative requirements, maintenance of voter records, researching and preparing FOIA responses, advanced accounting, budget planning, and report generation.

Requirements:

- ❖ Self-driven team player
- ❖ Ability to work independently
- ❖ Strong communication skills and problem resolution skills
- ❖ Customer Service background
- ❖ Accounting background
- ❖ Proficient in database maintenance and searches, use of email, Word, Excel, Office 365 and the Township's operating system BS&A.
- ❖ Capable of occasionally lifting heavy objects
- ❖ Resident of Kalamazoo County
- ❖ Valid Michigan Driver's License

Flexible Part-Time schedule. Approximately 16 Hours a week up to 40 Hours per week during Election Seasons. Hourly pay \$18.00 per hour.

Interested candidates please complete a Ross Township Application for Employment and submit with resume in person, by mail or by email to: Clerk@rosstownshipmi.gov.

CJL 6-6-22