

# Ross Township Clerk Position

**Posted: September 5, 2023 – Deadline: September 12, 2023, at 12:00pm**

Candidates must be residents of Ross Township for the full-time position of Ross Township Clerk. Position calls for an individual with excellent interpersonal skills, effective communication, ability to meet strict deadlines, and work as a team with the Treasurer, Supervisor and Office Manager. The successful Township Clerk is called to openly serve all residents; occasionally, with frequent daily interruptions. The Township Clerk will be accessible, listen attentively and work efficiently with the public, Board of Trustees and other employees. Intermediate level Accounts Payable/General Ledger and computer software experience is also required to effectively manage the Township's finances and financial records.

Detailed job description and required resume information for this full-time position is posted on door of Ross Township Office Building and is also available online at: [www.rosstownshipmi.gov/employment](http://www.rosstownshipmi.gov/employment)

The term for this Clerk position extends until Mid-Term General Election in November 2024. Ross Township is an Equal Opportunity and at- will employer.

## **Qualifications:**

- US work authorization (Required)
- Bachelor's degree from an accredited University (Required)
- Proficient with MS Office, ability to learn BS&A, BASIC software programs to accomplish required duties of the position (Required)
- Financial acumen is required to manage the General Ledger (Required)
- Valid Michigan Driver's License (Required)
- Must be a resident of Ross Township (Required)

## **Ross Township Clerk Job Description:**

The Ross Township Clerk performs a variety of specialized professional and administrative duties independently. The Clerk follows State of Michigan Election Law, manages all voter records, and conducts elections, maintains all official Ross Township records, such as Minutes, legal documents, voter files and Township Ordinances. Other Statutory Duties include serving as Secretary for Township Board meetings and taking official Minutes, adhering to Open Meetings Act, accurately maintaining the Township's General Ledger including timely bill paying, completing bi-monthly payroll, proper journal entries, and providing all Township financial reports as required.

## **Position Summary:**

The Ross Township Clerk is called upon to do any, or all, of the following: *(These examples do not include all of the tasks which the Clerk may also be expected to perform.)*

- Serves as official custodian for the safekeeping and management of all Ross Township records/minutes and papers/documents, including all legislative actions of the Ross Township Board, official ordinances.
- Oversees the registration of voters, enters and creates voter identification cards and the proper maintenance of all voter records.
- Conducts all elections held in Ross Township according to Bureau of Elections standards and legal expectations.
- Prepares Township legal notices, absentee ballots, tests voting equipment and verifies results according to Open Meetings Act and Bureau of Elections.
- May prepare agendas as required by legislative determination, take official meeting minutes and maintain official meeting records for the Ross Township Board. The Ross Township Clerk is also a serving and voting member of the Ross Township Board.
- Manages the timely publication of all legal notices as required by law.
- Oversees the hiring, training, supervision and effectiveness of the Ross Township Deputy Clerk and all election workers.
- Promptly and professionally responds to resident inquiries regarding election or voter processes, record requests, and administrative deadlines on time.
- Maintains all General Ledger accounts including generating payroll monthly, quarterly and bi-monthly using BASIC. Prepares warrants for accounts payables timely and prepares monthly financial statements for review and approval by the Ross Township Board.
- Researches and prepares reports by general ledger fund account and by budget demands as required by the Ross Township Board.
- Attends professional developments and masters technological advances in elections and other clerk functions through monthly/annual continued education. Attends conferences, workshops, and seminars and keeps the Township Board updated on election changes.
- Assists the Supervisor and the Ross Township Board by providing budget reports from the General Ledger, as required.

**KSAs: (Knowledge, Skills, Abilities)**

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.

- Thorough knowledge of the laws, ordinances and related legislation pertaining to official records management, OMA, Bureau of Elections, voter registration.
- Thorough knowledge of MS Office, ability to learn specialized software to accomplish job demands such as BASIC payroll processing software, BS&A general ledger & accounts payable software, know how to proficiently use office equipment including assisting in answering office telephones, using office copier/fax/scanner/printer, and thorough mastery of election and voter registration software.
- Knowledge of the Ross Township Master Plan, township ordinances, and the policies, procedures, and regulations governing municipal government.
- Good knowledge of the structure of municipal government and the functions of various levels of government and how to utilize county support.
- Ability to establish effective and positive working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, elected officials, fellow employees, other governmental entities and other municipal professionals.
- Ability to effectively and positively communicate and present ideas and concepts orally and in writing, and work effectively under stress and pressure of deadlines, and sudden changes in work priorities, especially when interrupted.
- Ability to attend official meetings scheduled at night or at times other than regular business hours, demonstrated technical/grammatical skill in recording official meeting minutes and acute accuracy to detail when managing records, ordinances and minutes in binders.
- Must possess the spirit to serve others, possess sound financial acumen, account payable experience, and demonstrated skillset/understanding of fund accounting, spreadsheets, budgets using BS&A.
- Ability to push, pull, lift, carry or transport election machines, ballot bags, voter supplies and equipment independently out in the community, weighing up to 50 pounds; walk and stand for prolonged periods of time without breaks. Ability to work 10–12-hour days as required during elections.

**EDUCATION, EXPERIENCE & QUALIFICATIONS:**

Qualified candidates will possess at least a bachelor degree (B.A. or B.S.) in business administration, public administration, political science or a related field from four-year college or university.

Within 3 months of appointment, required to obtain QVF certification. Within 6 months, required to complete the Michigan Bureau of Election Accreditation Program. Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation would be highly desirable, but not required.

*The Ross Township Board reserves the right to consider other combinations of education and experience, at its sole discretion.*

**COMPENSATION:** Salary \$50,175; Benefits include: BCBS Medical, dental & vision insurance, \$2,000 Health Savings Account; Pension plan; paid holidays, family-friendly work environment and training/education reimbursement relative to Clerk role. The job is full time with normal business hours from 9 am to 4:30 pm M-Th plus the occasional evening meeting schedule. During election season hours will vary to include overtime as necessary to serve the demands of Ross Township citizens during the election.

**APPLICATION PROCESS:** Qualified applicants should email resume, cover letter and contact information for at least three (3) professional references, OR - in lieu of references, send three (3) letters of recommendation, to: Ross Township Supervisor Christina Hutchings at [supervisor@rosstownshipmi.gov](mailto:supervisor@rosstownshipmi.gov) . Confidentiality may be requested in accordance with the Michigan Open Meetings Act.

Candidates may hand-deliver the above information in person, if so desired.

*Ross Township is an Equal Opportunity Employer and does not discriminate against any person because of race, sex, religion, color, national origin, age, ancestry, sexual orientation, disability, gender identity or any other legally protected class under local, state or federal law.*