

SOUTHFIELD TOWNSHIP CLERK JOB DESCRIPTION

General Summary:

As the official records keeper of the Township, this elected position is responsible for the maintenance of all records, ordinances, and financial transactions. The Clerk is also responsible for conducting national, state and local elections held within the Township.

The applicant must be a resident of Southfield Township (including Beverly Hills, Bingham Farms and Franklin).

Essential Job Functions:

- Manages all Township records.
- Oversees the maintenance of voter records including registration of voters and related documents.
- Conducts elections held in the Township. Prepares legal notices, absentee ballots, and voter machines.
- Manages the financial reporting, accounts payable/receivable, and payroll functions.
- Prepares agendas and related items for the Board of Trustees, Planning/Zoning Board and Zoning Board of Appeals meetings. Publishes all legal notices as required by law.

Desired Minimum Qualifications:

- Graduation from high school supplemented by an Associate degree in business, communication or a related field or equivalent training and experience.
- Four years or more office clerical experience.
- Experience utilizing Windows, Outlook and Excel and the ability to master new technology.
- Ability to understand and follow complex instructions, manage multiple tasks and work effectively under stress.
- Ability to manage interruptions, changes in task priority and to meet deadlines.
- Skills in problem solving, interacting with the public and customer service.
- Ability to create a friendly work environment and maintain effective working relationships with elected officials and other employees.

Preferred Qualifications:

- Basic knowledge of Michigan Election Law and Qualified Voter File.
- Previous experience with training and supervising staff.

Competitive salary, health insurance, pension and other benefits provided.

Interested applicants should submit their resume and contact information to joreilly@southfieldtownship.org or mail to:

Southfield Township
18550 W. 13 Mile Rd.
Southfield Twp., MI 48025
Attention: James O'Reilly

The position will remain open until filled.