

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY COUNTY CLERK-ELECTIONS CLERK

General Summary

Under the supervision of the Chief Deputy County Clerk, manages all aspects of the campaign finance law and updates and maintains the Qualified Voter File. Receives, processes and records documents for births, deaths, marriages and other records processed by the office of the County Clerk. Assists customers at the counter and by telephone by responding to inquiries related to vital records and the procedures of the Clerk's office.

Essential Functions

1. Assists candidates comply with disclosure requirements of the Michigan's Campaign Finance Act by explaining the requirements of the act and providing the necessary forms.
2. Logs, checks, and files, statements of organization, pre and post election reports filed by candidates, and independent, political, and ballot question committees. Ensures that all candidates comply with filing requirements by submitting the required documents.
3. Updates and maintains information in the Qualified Voter File and up loads the file to the Michigan Department of State on a regular basis. Receives voter registrations from various sources such as township offices state agencies, and military discharge centers.
4. Assists local clerks who visit the office to access the system. Provides a poll list for all elections, scans the names of people who vote in each election, and provides a voter history. Registers voters who apply at the Clerk's office.
5. Performs the duties of Deputy County Clerks such as receiving, processing, and recording documents for births, deaths, marriages and other records processed by the office of the County Clerk. Assists customers at the counter and by telephone by responding to inquiries related to vital records, and the procedures of the Clerk's office.
6. Provides assistance with the preparation of ballots for elections. Proof reads pages prior to printing, punches masks, crimps pages into metal spines, assembles frames, and proof reads completed ballot devices prior to delivery to local clerks.

Other Functions

7. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year of clerical experience including experience with window based computer programs.

Other Requirements: Enter

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to lift and carry files and records.

Ability to enter and access information from a computer.

Ability to retrieve and move books and indexes weighing up to 30 lbs.

Standing for prolonged periods to assist customers at the counter.

Climbs ladders and step stools to place and retrieve files.

Bending, stooping, and crouching to retrieve records and files.

Working Conditions:

Works in office conditions.