



7275 W. MAIN STREET, KALAMAZOO, MI 49009  
269-216-5220 Fax 269-375-7180 [www.oshtemo.org](http://www.oshtemo.org)

### **Oshtemo Charter Township - Assistant Township Clerk**

Oshtemo Charter Township is seeking an Assistant Township Clerk to support the Township Clerk by:

1. Assist with voter registration, accept voter registrations, enter and update computer master files, processing voter cancellations, etc.
2. Assist with elections, prepare absentee ballot applications, assemble ballot material, process returned ballots for forwarding to each precinct, etc.
3. Assist the clerk on Election Day.
4. Process accounts payable invoices, entering into computer system, running payable checks, assist with payroll processing.
5. Scan and retain records as directed by the Clerk.
6. Assist Clerk with newsletter.
7. Maintain Township web page under direction of the Clerk.
8. Any other duties as required by Clerk.

#### **Additional Duties include:**

1. Assist in other areas of office support, answering the telephone, and provide service at the customer counter.
2. Provide support services for the Clerk's Office.
3. Provide support services for other departments as needed and according to cross training list.
4. Any other duties as required by the Clerk

#### **Qualifications for the position include:**

- EDUCATION: High School graduate or equivalent. Bachelor or Associate Degree in Public Administration or Business or similar field desired.
- EXPERIENCE: Must be able to meet prescribed typing and computer standards in effect at the time of hire.
- Strong interpersonal communication skills, both oral and written.
- Highly developed organizational skills required.
- Certification by International Institute of Municipal Clerks attained within prescribed time period.
- These qualifications represent guidelines; alternative qualification may be substituted if sufficient to perform the duties required by this position.
- BS&A Software experience a plus.

Please send all resumes to Ed Hellwege, at [hellwege@oshtemo.org](mailto:hellwege@oshtemo.org) or mail to my attention at Oshtemo Charter Township, 7275 West Main Kalamazoo, MI 49009 Deadline August 28, 2020.