

COVERT TOWNSHIP
P.O. BOX 35, COVERT, MICHIGAN 49043 (269) 764-8986 • Fax (269) 764-1771

DEPUTY CLERK JOB OPENING

APPLY BY: MONDAY, OCTOBER 14, 2022

MCL 41.69: The township clerk SHALL appoint a deputy, who shall serve at the pleasure of the clerk. The deputy shall take an oath of office and file the oath with the clerk. In case of the absence, sickness, death, or other disability of the clerk, the deputy shall possess the powers and perform the duties of the clerk, except the deputy shall not have a vote on the township board. The deputy shall be paid by salary or otherwise as the township board determines. With the approval of the township clerk, the deputy may assist the township clerk in the performance of the township clerk's duties at any additional times agreed upon between the board and the clerk, except the deputy shall not have a vote on the township board.

This is an appointive position. The length of service is bound to the current Covert Township Clerk's term and may be terminated at any time at the discretion of the Clerk.

Office Location: Covert Township Hall, 73943 Lake Street, Covert, MI

Hours: Flexible hours: Must be available extended hours to oversee elections.

Starting Pay: \$17.46/hour

Preferred Proficiencies:

- Microsoft Suite: Word, Excel, Outlook
- Experience with general computer technologies, such as printing, scanning, faxing
- Able to multi-task and organize documents effectively
- Communicates effectively via email, phone, and in person
- Works effectively with individuals, departments, and committees to achieve desired outcomes
- Demonstrates knowledge about township government responsibilities, functions, and powers
- Spanish and English-speaking a plus

The Deputy Clerk will assist the Township Clerk with the following statutory duties:

- Accounts Payable Processing
- Draft and Publishing Meeting Minutes
- Publish Board Meeting Notices
- Process Voter Registration
- Oversee Elections
- Maintain Official Township Records
- Oversee General Ledger and Financial Statements
- Assist in Research and Execution of Special Projects

*Candidates may **NOT** be a Zoning Board of Review Member, Zoning Board of Appeals Member, or Salary Compensation Commission Member for Covert Township*

If you are interested, please send a cover letter, resume, and three references with the application available on the Township Website at www.coverttwp.com to: Naomi Barnes, Covert Township Clerk
(269) 764-8986 ext 2, clerk@coverttwp.com