**Deputy Clerk**

**Job Description:**

The Deputy Clerk position assists the Township Clerk in fulfilling the statutory duty requirements in accordance to the State of Michigan Statutes. The role requires research, tabulations, and compiling of information required to process water and sewer billing statements, delinquent invoices and knowledge of the election process.

**Job Duties:**

* In the absence of the Township Clerk, the Deputy shall be able to perform the functions and the duties of the Clerk.
* Supports and assists the Clerk on daily township duties.

**Job Requirements:**

The role requires someone who is capable of interacting with the public in a professional manner, who is analytical, has strong organizational skills, the ability to multi-task, be proactive in solving problems and is able to work independently. It requires a significant amount of attention to detail and the ability to quickly grasp new skills and concepts.

Required Education and Experience: Minimum high school diploma or equivalent. Six months to one year of bookkeeping, accounting or finance related business office experience. Computer literacy, ability to understand and learn computer applications quickly. Must possess a valid Michigan driver’s license and have the ability to be bonded.

Preferred Education and Experience: Associates Degree or higher in Accounting or Business. One to two years of bookkeeping, accounting or finance related business office experience. Previous BS & A experience.

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