



CITY OF PONTIAC

DEPARTMENT OF HUMAN RESOURCES

47450 Woodward Avenue, Pontiac, Michigan 48342

office: (248)758-3293 | fax: (248)758-3197 | email: humanresources@pontiac.mi.us

ASSISTANT CITY CLERK - Elections Experience Required

Position:

An incumbent in this position is responsible for assisting the City Clerk in the coordination and supervision of the City elections, office systems, records management, and management services of the City Clerk's office.

Pay Rate:

Up to \$55,000 per year depending on qualifications

Responsibilities include (the following list is intended to be a general description of duties, and does not reflect all of the duties performed):

- Assist with the supervision and coordination of all elections as required by statute.
- Completes the Michigan Elections "Clerk Certification Program."
- Trains and supervises election inspectors and other office employees.
- Supervises and checks operation of voting machines and related equipment, including preparation of test decks, as well as testing of the voting machines for each election as required by statute.
- Reviews and divides election precincts as required by statute.
- Supervises the issuance (recording, distributing, and filing) of absentee ballots.
- Responsible for publishing/posting all election notices and information as required by Local, State, and Federal laws.
- Provides and maintains a supply of forms for all petitions required to be filed as authorized by Charter or statute.
- Supervises registration of voters and updating (new, change of address, cancellation, etc.) of registration records.
- Supervises issuance of registration cards as voter registration changes.
- Supervises and has the ability to utilize the State-wide Qualified Voter File to maintain voter information.
- Maintains affidavits of publication.
- Supervises ordering of supplies for elections.
- Serves as Notary Public.
- Attends professional development workshops and seminars and informs staff of new developments.
- Ensures adherence to Clerk and Election Departments policies and procedures.

Qualifications:

Bachelor's degree in general studies, business administration, political science, or related field and at least three years' experience working in a municipal setting, including supervisory experience. In addition, the Assistant City Clerk shall hold certification as a Notary Public or be able to earn a Notary Public certification within six months of employment. Certification in one of the following is highly desirable: Certified Michigan Municipal Clerk (CMMC), Certified Municipal Clerk (CMC), or Certified Elections Registration Administrator. Certification as an Election Inspector and Election Officials State Accreditation is highly desirable. An employee in this classification must possess upon hire and maintain a valid Michigan Operators license.



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To Apply: Applications for employment can be accessed at <http://www.pontiac.mi.us>. Email or mail completed applications to the attention of Human Resources at, City of Pontiac, 47450 Woodward Ave., Pontiac, MI 48342. **Email to:** humanresources@pontiac.mi.us

Deadline to apply: Open Until Filled