

## Mundy Township Job Description

### Clerk's Administrative Assistant

#### General Statement of Duties

Provides general clerical support for the Township Clerk and maintains voter registration files and oversees election operations. Performs routine administrative duties as required Works under the supervision of the Township Clerk.

#### Statement of Tasks

- Maintains eligible voter registration card files, including updating through registrations, transfers, purging, and reinstatement of Township voters.
- Schedules and directs activities of election workers.
- Issues, receives, and records nominating petitions, filing fees, affidavits, and related documents required of candidates to comply with applicable regulations.
- Issues and receives absentee ballots.
- Attends Election Commission meetings and prepares minutes.
- Sets up voter precincts and handles election process.
- Serves as liaison between the insurance agents and the township.
- Coordinates the distribution of information in compliance with the Township F.O.I.A. Policy.
- Processes sick leave and workers compensation insurance claims for Township employees.
- Maintains employee files and all permanent township documents
- Types Clerk's correspondence and maintains Clerk's Office files and records.
- Records minutes of Board Meetings.
- Fills in for other Township clerical staff on a temporary basis as necessary.

The statement of tasks above is intended to be illustrative of the many duties that may be assigned. It is not to be interpreted to describe all of the duties an employee in this job classification is required to perform.

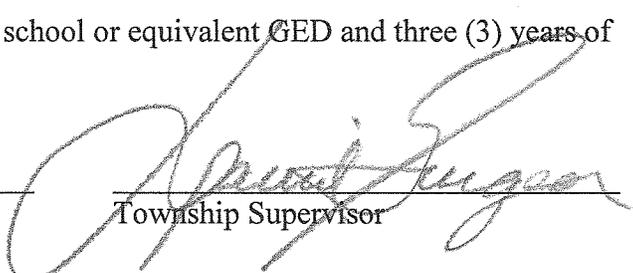
#### Required Knowledge, Skills, and Abilities

- Ability to type accurately and rapidly.
- Knowledge of general office procedures, terminology, and office equipment.
- Knowledge of computer systems and related software, including word processing.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to deal with other agencies and the public in a courteous and effective manner.
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications

Graduation from an accredited high school or equivalent GED and three (3) years of general clerical experience.

\_\_\_\_\_  
Date Implemented

  
\_\_\_\_\_  
Township Supervisor