



City of Ecorse Job Description

Assistant to the City Clerk

Department: Office of the City Clerk

Supervised By: City Clerk

Supervises: None

Status: Part-time

General Summary:

Performs clerical work for the City Clerk Office, greets and assists public, answers telephone, helps to create and maintain election records, assists with meeting agendas, reports, and documentation, assists with records management.

Essential Job Functions:

These examples do not include all of the duties which the employee may be expected to perform.

1. Answers telephone and assists the public while communicating clearly and efficiently while maintaining a welcoming and professional demeanor. Provides general information and customer service. Prepares timely responses to public information requests.
2. Under the direction of the City Clerk, assists in the maintenance election and voting records (including applications, change of address, deletion, etc.) and Election Day forms/equipment preparation using the State of Michigan Qualified Voter File System and election equipment and oversees the preparation of absentee ballots. Prepares election results for public notice and prepares election documentation submitted to the County.
3. Assists with the management, processing and issuance of business licenses (including accepting and review license applications). Also issues dog licenses and yard sale permits.
4. Performs office-related clerical duties including filing of documents and assist with the management of maintaining official city documents and records and complying with the legal requirements of the records management program.
5. Other duties includes assisting in the preparation and conduct of the duties associated with all general and special elections; assisting in the preparation of City Council agenda packets and the preparing, posting and distributing notices of public meetings or hearings.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Educational requirements include a high school education, some college education is desirable.
- Experience requirements include previous experience in general office procedures.
- Considerable knowledge of general office operations and clerical and secretarial procedures and practices.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies. Typing requirements are reasonable speed and considerable accuracy.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees and the public.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos, articles, and letters.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Perform a wide variety of administrative duties on behalf of the City Clerk with minimal or no supervision.