

Deputy Clerk Job Description

- Work 8 hours a week
- Flexible hours
- Additional hours during elections
- Maintain voter records and QVF updates
- Process absentee ballots
- Help run elections
- Complete Election Officials' Accreditation Course
- Attend monthly board meetings and take meeting minutes
- Process mail
- Sign checks
- Sell cemetery lots
- Fill in at the township when Clerk is unavailable
- Paid monthly
- \$20.00/hour before taxes

*Anything more to be determined by the Clerk.