



## **Position Available – Internal/External Job Title: Elections Coordinator Deputy Clerk**

Department: County Clerk's Office

Classification: Full-Time (37.5 hrs /wk)  
Full Benefits  
TPOAM Union  
Level 5

Benefits Include: Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance

Hourly Wage: \$15.91– \$19.73 per hour

Qualifications:

- Ability and desire to learn Michigan Election Law (Act 116 of 1954, as amended); the Fannie Lou Hamer, Rosa Parks and Coretta Scott King Voting Rights Reauthorization and Amendments Act of 2006; the Help America Vote Act (Public Law 107-252); National Voter Registration Act of 1993; The Uniformed and Overseas Citizens Absentee Voting Act; the Military and Overseas Voting Act, Michigan Compiled Law Chapter 168 and the Federal Election Campaign Act of 1974.
- Ability and desire to learn a variety of voting equipment and the ability to program operating software and troubleshoot software and hardware issues.
- Computer literacy and a working knowledge of Microsoft Word processing, spreadsheet, and database management applications.
- Good time management and organizational skills.
- Good oral and written communications skills.
- Excellent interpersonal and human relations skills.
- Ability to interact positively and professionally with local unit clerks, school district employees, registered and prospective voters, prospective candidates for office, petition filers, voting machine vendors and helpdesk technicians, operating supply vendors, members of the Board of Canvassers, community and business representatives, and members of the public with widely divergent socio-economic and cultural backgrounds and varying levels of communication skills.
- High School Diploma or equivalent

Supervision: County Clerk

Application Submittal: Applications should be submitted to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601. Position opened until filled.

*Re-Posted: November 2, 2023*