Job Posting: Township Deputy Clerk

Position: Deputy Clerk
Department: Clerk's Office
Employment Type: Part-Time. 5 hours per week and more hours during election times.
Deadline to apply: December 30, 2025

Position Overview

Oneida Township seeks a detail-oriented and dependable individual to serve as **Deputy Clerk**. This role supports the Clerk in statutory duties, records management, and providing excellent service to residents. Strong organizational skills, discretion, and the ability to work in a busy office environment are essential.

Key Responsibilities

- Maintain and safeguard township records, minutes, ordinances, and correspondence.
- Support election operations, including voter registration, absentee ballots, public testing, and Election Day duties.
- Process permits, licenses, FOIA requests, and other administrative documents.
- Provide counter and phone assistance to residents.
- Assist with receipting payments, processing invoices, and maintaining logs.
- Maintain organized physical and digital filing systems per state law.

Qualifications

- High school diploma or equivalent.
- Municipal/governmental experience preferred but not required.
- Proficient in Microsoft Word and able to learn municipal software.
- Strong communication and proofreading skills.
- High accuracy, confidentiality, and attention to detail.
- Availability to work a shift weekly.
- Ability to work occasional weekends and extra hours prior to and on election day.

Desired Attributes

- Commitment to public service and integrity.
- Ability to multitask and meet deadlines.
- Positive, cooperative attitude.
- Strong problem-solving ability.

Compensation

- $19.80 per hour

How to Apply

Submit resume to Michaela Mosher, Clerk at Mmosher@oneidatownship.org or in person.
Resumes will be accepted until **December 30, 2025**, or until position is filled.

If you have any questions regarding the position, please call 517-925-6275 Monday- Thursday 8am-1pm.