

# *GREEN OAK CHARTER TOWNSHIP*

10001 Silver Lake Road, Brighton, MI 48116



Clerk's Office  
Election Assistant/Clerical Position  
Full Time Position

Duties include but are not limited to the following:

1. Voter Registration Maintenance
  - A. Data entry and processing of new voters
  - B. Process canceled voters
  - C. Filing of voter registrations
  - D. Update of State Qualified Voter Files (QVF)
  - E. Mail voter identification cards
  
2. Absent Voter Processing
  - A. Create absent voter applications
  - B. Mail absent voter applications
  - C. Process returned application
  - D. Issue Ballots according to request
  - E. Process returned Ballots
  - F. Separate ballots by precinct
  - G. Balance ballots to QVF issued totals
  
4. Election Processing
  - A. Prepare supply kits
  - B. Prepare voter lists for precincts
  - C. Receive precinct materials at end of Election Day
  - D. Assigned to Precinct Receiving Board
  
3. Reception work for the Clerk's Office
  - A. Greet Customers at the Counter
  - B. Issue Applications and Ballots as necessary
  - C. General clerical duties as assigned.
  - D. Work week 40 hours with additional hours as needed at election time.