

Douglass Township  
Deputy Clerk  
Job Description

The Township Clerk shall appoint a Deputy, who shall serve at the pleasure of the Clerk. In the case of the absence, sickness, death, or other disability of the Clerk, the Deputy shall possess the powers and perform the duties of the Clerk, except the Deputy shall not have a vote on the Township Board.

**DUTIES and RESPONSIBILITIES:** An employee in this position may be called upon to do any or all of the following essential functions. (These examples do not include all of the duties which the employee may be expected to perform). The Deputy Clerk shall:

1. Provide administrative support to the Township Clerk, as assigned.
2. Answer phones, provide general information to citizens regarding Township operations, policies, and procedures.
3. Sort and distribute mail, files, prepare mailings, and perform other related tasks.
4. Maintain filing and records systems, and assist the Township Clerk in maintaining the official records of the Township in accordance with established legal requirements and internal record retention policies.
5. Assist the Township Clerk with formal information requests.
6. Participate in all elections held in the Township in accordance with Federal, State, and Local laws, including:
  - legal notices
  - issuing absentee ballots
  - maintaining election equipment
  - coordinating the set up and tear down of voting equipment
  - participating in the hiring, training, and supervision of election workers
  - processing voter registrations
  - maintaining voter registration files in accordance with State regulations
  - registering all new voters
  - recording changes in address
  - issuing voter registration cards/ canceling registrations.
7. Prepare, record, and maintain cemetery records: prepare and mail deeds of sale, coordinate burials, assist with locating graves, and respond to cemetery inquiries.
8. Inventory office supplies and place orders as necessary, according to established purchasing procedures.