



**City of the Village of Douglas
Job Opportunity
Deputy Clerk – Level 1/Office Assistant
Full-Time Starting Salary \$19.00 per hour**

The City of the Village of Douglas is seeking a full-time person to serve as Deputy Clerk – Level 1/Office Assistant. This is an administrative office position, providing assistance to department heads and the City Manager. In the absence of the City Clerk, the individual will be responsible for fulfilling the City Clerk functions presently prescribed in applicable State, City Charter, and City Ordinances. This person is the first contact with the public whether via phone or in person and handles clerical/administrative functions, including Planning and Zoning, Treasurer, Clerk, Assessor, Department of Public Works, and City Manager. As Deputy Clerk this individual will assist the City Clerk with elections, training election inspectors, and any employees assigned to help with Clerk functions. The candidate should be a positive problem solver with excellent communication and computer skills. Associated degree or higher preferred. See attached for a complete list of essential job functions and requirements.

Interested parties can submit their resume to Laura Kasper, Douglas City Clerk, by March 7, 2024, or until the position is filled. Please call 269-857-1438 ext. 106 with questions.

Physical Address:
86 W Center St.
Douglas, Mi 49406

Mailing Address:
PO Box 757
Douglas, Mi 49406

Email Address:
clerk@douglasmi.gov

The City of Douglas is an equal opportunity employer.



City of the Village of Douglas
Job Description
Deputy Clerk – Level 1/Office Assistant
Full-Time Starting Salary \$19.00 per hour

FLSA: Non-Exempt

Status: At will hourly employee. Full-time 40 hours per week. Eligible for all City fringe benefits.

Supervised By: City Clerk; may receive additional direction and work assignments from the City Manager, City Treasurer/Finance Director, City Assessor, and Planning/Zoning Administrator.

Supervises: No direct supervision

Position Summary: Under the general direction and supervision of the City Clerk, performs moderate level secretarial and receptionist functions in support of the daily activities of the City Clerk office. Handles routine requests from the public, responds to public and employee inquiries, and maintains records. As the first point of contact for the City, the Deputy Clerk must represent the City in a respectful and professional manner. Also requires the ability to listen to complex situations and relay the information to others and/or explain how to access resources and information.

Duties / Responsibilities:

- Answers and transfers phone calls, screening when necessary
- Welcomes and directs visitors and clients
- Maintains filing systems as assigned
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed
- Responds to and resolves administrative inquiries and questions
- Posts agendas on City website, Constant Contact, and information board outside City Hall
- Transcribes minutes or other records for meetings
- Maintains office supplies and coordinates maintenance of office equipment
- Performs other related duties as assigned
- Occasional attendance of evening meetings when Clerk is not able to attend
- May be required to count cash

Required Skills / Abilities:

- Excellent verbal, listening, and written communication skills
- Excellent interpersonal and customer service skills
- Proficient in Microsoft Office Suite 365 or other related software
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as record keeping and filing

- Ability to work independently
- General knowledge of Word-Press website software
- High degree of accuracy
- Knowledge in Zoom Meeting management
- Manage City Permits and Applications
- Will be required to be or become a Notary for the City

Education and Experience:

- Associate degree preferred
- Three to five years of experience in a clerical role
- Manage Elections
- Hold a general knowledge of Robert Rules of Order