



WHITE LAKE TOWNSHIP ELECTIONS SPECIALIST

The Charter Township of White Lake is accepting applications for an Elections Specialist. The Elections Specialist coordinates and oversees all aspects of elections held within the township including maintaining and overseeing voter registration records, planning and overseeing election activities, and training of regular and part time staff in election related work.

In addition to election related work, this position is responsible for a variety of secretarial functions that support the Clerk's office including preparing documents for the Clerk, scheduling, assisting the public both at the counter and over the phone, ordering office supplies and with the sale of cemetery plots and maintenance of cemetery records.

This position requires someone who is self-directed and has a desire to learn about municipal government and election law. This position requires someone who is able to work extended hours and some weekends during elections. An associate degree or practical experience in administration and four years of secretarial or clerical experience is required.

The salary range for this position is \$51,669 – \$54,848 with a comprehensive benefit plan including Blue Cross Blue Shield medical insurance, life insurance, optical, and dental plans, a flexible spending account, an Employee Assistance Program and a MERS Defined Benefit pension plan. There is also generous paid time off including 14 paid holidays.

To apply send cover letter, resume, application to White Lake Township, ATTN: Human Resources 7525 Highland Road, White Lake, MI 48383.

Applications will be accepted until March 31st. Applications and job description can be obtained electronically at <https://www.whitelaketwp.com/jobs> .

White Lake is an Equal Opportunity Employer – F/M/D/V

Posted March 7, 2022