

## **ELECTION INSPECTOR JOB DESCRIPTION**

---

### **CITY OF GLENDALE**

#### **POSITION SUMMARY:**

Election inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- ✓ Check-in registered voters, issue ballots and voter numbers.
- ✓ Register qualified individuals to vote.
- ✓ Handle voting equipment to verify ballots have completed and accepted.

The hours of an Election Inspector are from 6:00 a.m. until the Chief Inspector completes the closing procedure (typically 9:30 p.m.), which is a FULL day. Half-day shifts may be available upon request.

Election Inspector pay is \$12.00/hr. If you wish to receive payment, you must bring your Photo ID and Social Security Card to your training class; it is needed for payroll purposes.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- ✓ Verify voter's name and address in poll list.
- ✓ Check-in pre-registered voters using poll list
- ✓ Issue ballots and voter numbers.
- ✓ Reconcile poll lists.
- ✓ Document changes in voter information.
- ✓ Use parameter book and polling location guide to verify address and determine voter polling location.
- ✓ Determine types of registration.
- ✓ Analyze documents.
- ✓ Review applications.
- ✓ Monitor DS200 voting machine.
- ✓ Monitor the AutoMARK (ballot marking machine).
- ✓ Address ballot errors.
- ✓ Maintain tally of rejected/reissued ballots.
- ✓ Collect voter numbers and ballot privacy folders.
- ✓ Assist voters with marking ballots.
- ✓ Distribute stickers.
- ✓ Assist in the enforcement of all Election Day policies and procedures.
- ✓ Assist in the completion of all Election Day forms.
- ✓ Assist voters that request curbside voting.
- ✓ Assist in the voter and ballot reconciliation.

#### **KNOWLEDGE:**

- ✓ Must have completed 8th grade.
- ✓ Must have experience working with diverse groups of people in a public environment.
- ✓ Able to read, write, and speak English fluently.

**SKILLS:**

- ✓ Must possess excellent customer service skills.
- ✓ Strong clerical and analytical skills.
- ✓ Detail oriented.
- ✓ Active listener.
- ✓ Must possess good oral communication skills.

**ABILITIES:**

- ✓ Must be able to sit and/or stand for long periods of time.
- ✓ Must be able to lift 30 lbs.

**OTHER:**

- ✓ Must be qualified to vote in the County of Milwaukee.
- ✓ At least 18 years of age.
- ✓ Must be a resident of Milwaukee County and a U.S. citizen.
- ✓ Never have been convicted of a felony and not otherwise disqualified from voting.
- ✓ Not be a candidate for office in the election.

**TRAINING REQUIREMENT:**

- ✓ Election inspectors are required to attend a 2-3 hour training class every two years.

**ELECTION INSPECTOR APPLICATION**

**CITY OF GLENDALE**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ APT. NO.: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN HOME ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Are you qualified to vote (check one)?**  YES  NO

(Qualifications: U.S. citizen, resident of Milwaukee County, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.)

**Have you ever been convicted of a felony?**  YES  NO

(Note: State of WI Constitution, Article XIII, §3 ¶ (2) does not allow convicted felons to serve as Election Inspectors.)

**Have you ever been an Election Inspector?**  YES  NO

If yes, where: \_\_\_\_\_

**Do you fluently speak a language other than English?**  YES  NO

If yes, please list: \_\_\_\_\_

Name of current employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of employment: \_\_\_\_\_ List the duties of your position: \_\_\_\_\_

\_\_\_\_\_

**VOTING SITE ASSIGNMENT:**

**I prefer to work at (please put 1-4 in your preferred order):**

- Nicolet High School (Ald. Districts 1 & 3)
- Good Hope Elementary School (Ald. Districts 4 & 5)
- Glendale City Hall (Ald. Districts 2 & 6)
- I will work at any site in the City of Glendale

**PLEASE READ THE FOLLOWING STATEMENT, THEN SIGN AND DATE ON THE LINES BELOW IF IN AGREEMENT.**

BY SIGNING THIS APPLICATION, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_