

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. Limited half-day shifts may also 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 registered voters using poll list.
- ✓ Issue ballots and voter numbers.
- ✓ Reconcile poll lists.
- ✓ Document changes in voter information.
- ✓ Use MyVote to verify address and determine voter polling location.
- ✓ Determine types of registration.
- ✓ Analyze documents.
- ✓ Review applications.
- ✓ Monitor DS200 voting machine.
- ✓ Monitor the ExpressVote.
- ✓ 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.
- ✓ Ability to use technology.

ABILITIES:

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

OTHER:

- ✓ At least 18 years of age.
- ✓ At least 16 years of age, if have parental/principal consent, a 3.0 GPA, and reside in Glendale.
- ✓ Must be a resident of Milwaukee County and a U.S. citizen.
- ✓ No unpardoned felony convictions 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, as well as training prior to each election assigned to work.

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:** _____