ELECTION INSPECTOR JOB DESCRIPTION

CITY OF MILWAUKEE ELECTION COMMISSION

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 and issue ballots and voter numbers
- Register qualified individuals to vote
- Handle voting equipment to verify ballots have been completed and accepted

The hours of an Election Inspector are from 6:30am to 9:30pm (or until the polling site is closed) unless half-day shifts are available.

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 Optech Eagle 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, SKILLS, AND ABILITIES:

A. 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
B. SKILLS: Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
C. 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 City of Milwaukee.
- At least 18 years of age.
- Must be a resident of the City of Milwaukee 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 3-4 hour training class prior to each election event.

THE SELECTION PROCESS:

- Selection will consist of one or more of the following: training and experience evaluation; written, oral or performance test; or other assessment methods. Selection process component weights will be determined by further analysis of the job.
- All qualified candidates will be notified of the date, time, and place of the examination. Persons place on an eligible list will remain on the list for two years ONLY. Persons not accepted in an examination or failing an examination may reschedule for the next available date.

OFFICE USE ONLY	DISTRICT:	WARD:
SSN:	Recommended By:	

ELECTION INSPECTOR APPLICATION
CITY OF MILWAUKEE ELECTION COMMISSION

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

DATE OF BIRTH: _____ DAY PHONE: _____ EVENING PHONE: _____

HOME ADDRESS: _____ APT. #: _____ CITY: **Milwaukee** ZIP: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

Are you qualified to vote (check one)? ☐ YES ☐ NO
(Qualifications: U.S. citizen, resident of the City of Milwaukee, 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

Have you ever been an Election Inspector? ☐ YES ☐ NO If yes, where: _____

Do you speak a language other than English? ☐ YES ☐ NO If yes, please list: _____

I would like to (check one): ☐ VOLUNTEER ☐ RECEIVE PAYMENT as an Election Inspector.
(Volunteers can work as Election Inspectors or Greeters. Paid workers are **only** assigned as Election Inspectors. If you select payment and are hired, you must complete a W9 form prior to or on Election Day.)

Name of current employer: _____

Employer's phone number: _____ Length of employment: _____

List the duties of your position: _____

Are you currently, or have you ever, worked for the City of Milwaukee? ☐ YES ☐ NO
If yes, include your Employee ID: _____

Hours available for the **2012 FALL GENERAL ELECTION [PRESIDENTIAL ELECTION]** (check one):
6:00 a.m. to 9:30 p.m. ☐ | 6:00 a.m. to 2:00 p.m. ☐ | 1:30 p.m. to 9:30 p.m. ☐

Is there a specific polling site or side of town you prefer to work? _____

How did you hear about becoming an Election Inspector? _____

(Please read the following statement and sign and date on the specified line if in agreement.)
IN SIGNING, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.

APPLICANT'S SIGNATURE: _____ **DATE**: _____

Return to: Election Commission
City Hall, Room 501
200 East Wells Street
Milwaukee, WI 53202

For more information contact:
Office: (414) 286-3491
Fax: (414) 286-8445