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, 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 until the Chief Inspector completes the closing procedure (typically 9:30pm), which is a FULL day. Half-day shifts are also available: AM: 6:30am – 2:00pm; PM: 1:30pm – Chief Inspector completes closing procedure.

Election Inspector pay is $130 for a full day and $67.50 for the AM/PM shifts. If you wish to receive payment, <u>you must bring your Social Security Card to your training class</u>; 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 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 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 3-4 hour training class every two years.
- Election inspectors <u>must</u> attend and pass the training in order to receive an assignment.

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: _____ 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 fluently 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.
(If you select payment and are hired, you must present your Social Security card to the Commission prior to training.)

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 to work (check one):
Full - 6:30 a.m. to 9:30 p.m. ☐ | AM - 6:30 a.m. to 2:00 p.m. ☐ | PM - 1:30 p.m. to 9:30 p.m. ☐

Voting Site Assignment (check one):
I prefer to work at _____ ☐; I will work at any site in my aldermanic district ☐;
(Name or location of voting site)
I will work at any site in the City of Milwaukee ☐.

(Please read the following statement; sign and date on the specified lines 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:
Dan Puhek
Election Worker Coordinator
Tel: 414-286-3491
Fax: 414-286-8445