

**CHIEF INSPECTOR JOB DESCRIPTION**  
**CITY OF MILWAUKEE ELECTION COMMISSION**

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**POSITION SUMMARY:**

Chief Inspectors manage the voting site and election inspectors. They are responsible for making sure all operating procedures are followed. Chief inspectors complete all documents, reconcile voter numbers, and resolve voter complaints and concerns.

The hours of a Chief Inspector are from 6:30am to 9:00pm (or until the polling site can be closed).

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- ⊕ Provide oversight of Election Day activities.
- ⊕ Supervise and assess election inspectors.
- ⊕ Coordinate breaks, rotations and designate duties to election workers.
- ⊕ Open, monitor, and close the Optech Eagle Voting Machine.
- ⊕ Start, monitor, and shut down the AutoMARK machine.
- ⊕ Ensure accessibility at the voting site.
- ⊕ Follow ballot and ballot control procedures to:
  - Issue ballots
  - Reconstruct ballots
  - Issue Provisional Ballots
- ⊕ Provide oversight of Election Day registration and activities.
- ⊕ Administer a challenge.
- ⊕ Complete all necessary election forms.
- ⊕ Maintain order at the voting site by managing observers, electioneering, and exit polling.
- ⊕ Complete voter and ballot reconciliation.
- ⊕ Resolve voter issues that may arise.
- ⊕ Assist voters that request curbside voting.
- ⊕ Address voter questions and concerns.
- ⊕ Document all abnormal events on the Inspector's Statement (EB-104).
- ⊕ Enforce and ensure compliance with all Election Day policies and procedures.
- ⊕ Drop Election Day materials off at designated sites.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A. **KNOWLEDGE:** Must have a high school diploma or equivalent. Must have experience managing and working with diverse group 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. Details oriented. Active listener. Must possess good oral and written communication skills. Must have transportation.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to lift 30 lbs.

**The ability to fluently read, write, and speak Spanish or Hmong is high desirable.**

**OTHER:**

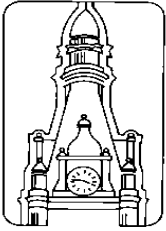
- ⊕ Must be a qualified voter in the city of Milwaukee.
- ⊕ A resident of the city of Milwaukee and a U.S. citizen.
- ⊕ At least 18 years of age.
- ⊕ Not currently serving a sentence including probation or parole for a felony conviction and not otherwise disqualified from voting.
- ⊕ Not be a candidate for office in the election.

**TRAINING REQUIREMENT:**

- ⊕ Chief inspectors are required to attend a 3-5 hour training class prior to each election.

**THE SELECTION PROCESS;**

- ⊕ Selection will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; 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 placed 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.



**CHIEF INSPECTOR APPLICATION**  
**CITY OF MILWAUKEE ELECTION COMMISSION**

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

DATE OF BIRTH: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ APT. #: \_\_\_\_\_ CITY: Milwaukee ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ MAILING ZIP CODE: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

Are you qualified to vote (check one)?

(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.)

Do you have a vehicle?

Have you ever been a Chief Inspector?

If yes, list the latest municipality and state: \_\_\_\_\_

Do you speak a language other than English?

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

Is there a specific voting site or side of town you prefer to work? \_\_\_\_\_

I would like to (select compensation status): \_\_\_\_\_ as an Election Inspector.

(If you select payment, you will receive a W9 form when hired, which must be completed and returned.)

Where did you learn about the Chief Inspector position? \_\_\_\_\_

**Education**

High School Diploma or Equivalent:

School Attended: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

**Training**

Please indicate your experience and skills in the following areas with a checkmark:

*Supervision*

*Computer/Internet*

*Project Management*

*Conflict Management*

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**Training (cont'd)**

Please list any other education, training or professional seminars you have successfully completed that may relate to this position.

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**Work Experience**

Are you currently, or have you ever, worked for the City of Milwaukee?

If yes, include your Employee ID: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Dates Employed (mo/yr): \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

List your duties:

Current Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Dates Employed (mo/yr): \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

List your duties:

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(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 THE APPLICANT.**

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

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

(414) 286-3491 Office  
(414) 286-8445 Fax