

# ELECTION INSPECTOR JOB DESCRIPTION

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## CITY OF GLENDALE

The City of Glendale encourages all citizens to vote and become involved in the election process. One of the best ways to contribute is to serve the community as an Election Inspector. Citizen involvement is essential in conducting open, accurate, and fair elections. We hope you will consider participating in the election process by signing up. To help you make an informed decision before applying, please review the following information.

### **POSITION SUMMARY:**

Election inspectors conduct assigned duties at a polling location on Election Day. They work directly with voters and general duties include:

- ✓ Organize the polling place before the polls open
- ✓ Election day voter registration
- ✓ Checking in voters using the electronic poll books, issuing ballots and sequential election day voter numbers
- ✓ Assisting voters and providing instruction, as necessary
- ✓ Processing absentee ballots
- ✓ Monitoring the voting equipment
- ✓ Signing and assisting with closing paperwork for the City and County

### **HOURS OF WORK:**

Polling places are open from 7:00 a.m. to 8:00 p.m. Election Inspectors work a full day, generally from 6:00 a.m. until approximately 9:30 p.m., or longer in the case of larger elections (such as November general elections). Half-day shifts may also be available upon request. Breaks and lunch/dinner hours are allowed and determined by the Chief Election Inspector. For busier elections, you are encouraged to bring snacks/dinner with you.

### **COMPENSATION:**

Election Inspectors are compensated for working at the polling place and for attending required training sessions. The current pay is \$17.07/hr. If you wish to receive payment, you must bring your Photo ID and Social Security Card to your training class, as it is needed for payroll purposes. You may also choose to work as a volunteer.

### **LENGTH OF COMMITMENT:**

Election Inspectors are appointed to two-year terms. However, committing to an election or being available to fill in at the last moment is also appreciated.

### **LOCATION OF WORK:**

Every effort is made to assign an election inspector to their preferred polling place. However, there are times when the City Clerk requires election inspectors to be willing and flexible in order to cover vacancies at other sites.

**QUALIFICATIONS/SKILLS/ABILITIES:**

- ✓ Be a resident of Milwaukee County and U.S. Citizen
- ✓ At least 18 years of age; or if at least 16 years of age, must meet the following criteria: enrolled in grades 9-12 in a public or private school, has at least a 3.0 GPA, provide written approval from a parent/guardian, provide written approval from the principal if the GPA is less than 3.0
- ✓ No unpardoned felony convictions and not otherwise disqualified from voting
- ✓ Be able to speak, read, and write fluently in the English language
- ✓ Have strong clerical and analytical skills
- ✓ Be able to work as a team
- ✓ Enjoy people and service to others
- ✓ Be able to solve problems
- ✓ Detail oriented
- ✓ Be an effective communicator and active listener
- ✓ NOT be a candidate for any office to be voted on at the polling place at that election
- ✓ Must have experience working with diverse groups of people in a public environment
- ✓ Must be able to sit and/or stand for long periods of time
- ✓ Must be able to lift 30 pounds
- ✓ Ability to comfortably use technology

**TRAINING REQUIREMENT:**

- ✓ Election inspectors are required to attend a minimum of a 1-hour training class prior to each election assigned to work, as well as any additional required trainings which may be deemed necessary

**ELECTION DAY LEAVE:**

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election official, if the employee who serves as an election official provides his or her employer with at least 7 days notice. The leave is for the entire 24-hour period of each Election Day in which the employee serves in his or her official capacity as an election official. Upon request of any employer, municipal clerks must verify appointments.

Election Inspectors may not serve at an election where their spouse or immediate family member is a candidate on the ballot, or under other circumstances where a candidate's success or failure to win election would affect the election inspector financially. You would need to contact the Clerk's Office if this impacts you at a particular election.

**ELECTION INSPECTOR JOB 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: \_\_\_\_\_

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.)

**Are you a High School Student?**  YES  NO

A student who is 16 or 17 years of age and is enrolled in grades 9-12 in a public or private high school and has at least a 3.0 GPA may serve with the written authorization of the student's parent/guardian. Written authorization is required from the student's principal if the student has a GPA below 3.0.

**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: \_\_\_\_\_

**Special skills and qualifications (please include all computer software which you can operate skillfully):**

\_\_\_\_\_  
\_\_\_\_\_

I would like the following special considerations, if possible (Examples: to work with specific other individuals, to be able to leave the site for mealtimes, accessibility needs, etc.):

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Name of current employer (if retired, list most recent): \_\_\_\_\_

Phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

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

**VOTING SITE ASSIGNMENT:**

**I prefer to work at:**

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

**SHIFT PREFERENCE:**

**Which shift(s) do you prefer to work:**

- Any shift
- Full Day (6AM-Close)
- Early Shift (6AM-1:30PM)
- Late Shift (1PM-Close)

**Would you like to be compensated?**

- Yes, I want to be paid.
- No, I want to be a volunteer.

**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:** \_\_\_\_\_