

## ELECTION INSPECTOR JOB DESCRIPTION

Basic Function: Perform the duties and tasks of an Election Inspector within the scope of Michigan Election Law and as directed by the Clerk and Clerk's staff members. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the City Clerk and other staff members as so delegated.

Training Received: Will attend a 2 hour Election Inspector Training Course and a 1.5 hour Electronic Poll Book Training Course. Thereafter, must attend a Refresher Election Inspector Training Course once every 2 years or as required by the City Clerk

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Perform election inspection duties.
  - a. Perform polling preparation and check list tasks prior to opening the polls at 7:00 a.m.
  - b. Swear or affirm the Oath of Office.
  - c. Upon polls opening, process voters within prescribed procedures.
  - d. Upon polls closing at 8:00 p.m., perform poll closing tasks, recordkeeping tasks, verification tasks, and other wrap-up tasks as assigned.
  - e. Sign all required books, tally sheets, certificates, etc.
  - f. Transport and submit required records, supplies and equipment to the City Clerk's Election Unit.
2. Maintain accurate records during the voting process.
  - a. Applications to vote.
  - b. Voter ballots.
  - c. Poll Book.
  - d. Spoiled, duplicate, and other voter ballots.
3. Attend Election Inspector training classes as required by the City Clerk.
4. Perform related work as required or assigned by the City Clerk.

Required and Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following qualifications, knowledge, training and experience.

1. Must be a registered voter in the State of Michigan. *Exception:* High School Students must be at least sixteen years of age and prefer residence in Sterling Heights or a neighboring community.
2. Functional use of the English language, both verbal and written; ability to assemble and process data, forms and records.
3. Ability to understand and follow oral and written instructions and to write legibly.
4. Ability to work effectively and cooperatively with fellow election workers, other election officials and the general public.
5. Ability to use voting equipment, computers, telephones and other related machines.
6. Requires lifting election supplies and voting equipment weighing up to 40 pounds. May require lifting equipment up to 80 pounds but that task could be done with the assistance of another election inspector.
7. Requires sitting and standing for extended periods of time.
8. Requires reporting to the assigned precinct by 6:00 a.m. on Election Day, working until all work is completed after the polls close to process election ballots and records until all necessary close out functions are performed including tabulation and verification [full day]; *Exception:* High Schools Students 16 and 17 will work a reduced work day, maximum of 10 hours.
9. Required qualifications and training include a high school diploma or equivalent or in the process of obtaining such