

ELECTION INSPECTOR/WORKER

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 his or her staff members. Perform related work as required.

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

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. Upon polls opening, process voters within prescribed procedures.
 - c. Assist with processing Absentee Ballots if such ballots are counted at the precincts.
 - d. Upon polls closing at 8:00 p.m., perform poll closing tasks, recordkeeping tasks, verification tasks, results call-in, 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 Clerk at the township office.
2. Maintain accurate records during the voting process.
 - a. Applications to vote.
 - b. Voter ballots.
 - c. Absentee voter ballots.
 - d. Spoiled, duplicate, and other voter ballots.
3. Attend Election Inspector training classes as required by the Township or County Clerk.
4. Perform related work as required or assigned by the Township or County 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. Required to be at least eighteen (18) years of age and a registered voter of Ottawa County.
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 the polls close at 8:00 p.m., and working after the polls are closed to process election ballots and records until all necessary close out functions are performed including tabulation and verification.

9. Required qualifications and training include a high school diploma or equivalent as well as certification by the State of Michigan through training required by the County Clerk and the Township Clerk.