

Job Description for Election Inspector

Applications are being accepted for the position of Election Inspector (also known as “poll worker”). Individuals who are hired will work on election day. The Eaton Rapids Township Board encourages citizens to vote and to become involved in the election process. One of the most rewarding ways to do this is to become an Election Inspector. The hours of an Election Inspector are from 6:00 am to 8:00 pm or until excused by the Election Chair or Chief Inspector on election day.

Responsibilities and Duties: An election inspector may be called upon to do any or all of the following (Election inspectors may be expected to perform additional tasks as required.)

- Perform polling preparation and checklist tasks prior to opening the polls at 7:00 a.m.
- Upon polls opening, process voters within prescribed procedures.
- Assist with processing Absentee Ballots either in the precinct or as a member of the AV Counting Board.

Supervision: Work is performed under the direction of supervision of the township clerk, precinct chair, and other staff members as so delegated.

Requirements

Training and Experience:

- High School diploma or equivalent.
- Able to read, write and speak English fluently.
- Hear the tabulator beep
- Operate a computer

Knowledge, Skills and Abilities:

- Ability to use good judgment.
- Ability to deal effectively and courteously with diverse groups of people in a public environment.
- Must possess excellent customer service skills.

Environmental Requirements:

- Ability to sit and/or stand for long periods of time.

Other Requirements:

- Must be At least 16 years of age.
- Must be a U.S. Citizen.

Must not be currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. May attend a training class prior to elections.