



CITY OF BERKLEY
City Clerk's Office
3338 Coolidge Hwy
Berkley, MI 48072

JOB POSTING: ELECTION INSPECTOR

The City of Berkley is seeking multiple Election Inspectors to seasonally assist the City Clerk's office during any local, state, and federal elections. The position is responsible for the following duties:

Election Inspectors help manage election processes at various voting precincts across the City. Inspectors will work with the precinct chairperson, and other inspectors to:

- Set up the precinct on Election Day morning
- Check voters' identification
- Verify that the voter is registered to vote and is voting in the proper precinct
- Record voter in the Electronic Pollbook
- Assign ballots to voters
- Resolve issues that arise during the day
- Compile reports from the Electronic Pollbook
- Close precinct after voting has ended

Qualifications:

- Must be a registered voter in the State of Michigan
- Must declare party affiliation with a recognized political party
- You may serve in a community other than the one in which you live
- Must be willing to learn how to use a computer and the Electronic Pollbook, or have existing basic computer skills

Compensation: contact Clerk's office for compensation rates

Application deadline: continuous

The proper application is available online at:

http://www.berkleymich.org/departments/city_clerk/docs/Elections/Clerk.ElectionInspectorApp.pdf

Applicants are encouraged to send a completed application to:

City Clerk's Office
3338 Coolidge Hwy
Berkley, MI 48072
clerk@berkleymich.net

The City of Berkley is an Equal Opportunity Employer.