



JOB DESCRIPTION

JOB TITLE:	Election Inspector	DATE:	9/1/2018
DEPARTMENT:	Elections		
REPORTS TO:	City Clerk		

SUMMARY:

Responsible for assisting voters at the polls on election day and fulfilling duties as assigned by the Election Chairperson. Must be a registered voter in Michigan and must declare a political party affiliation.

ESSENTIAL FUNCTIONS:

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Attend training provided by the Clerk's Office for instruction on the procedures and equipment used to conduct an election.
- Assist in opening the polls as directed by the Election Chairperson, such as arranging furniture and equipment and preparation of tabulator, voter assist terminal, electronic poll book, and various supplies.
- Utilize Elections computer software to locate resident records and assign and issue ballots to eligible voters.
- Provide voters with instruction for ballot completion, proper tabulation of completed ballot, and explanation and resolution of ballot errors.
- Assist in closing the polls as directed by the Election Chairperson, such as preparation and balancing of electronic poll book reports; processing ballots with write-in votes; finalizing and shutting down election equipment; and returning supplies to the proper storage or transfer container.
- Operate standard office equipment, including a computer; have available transportation for timely attendance at training and polling location.
- Demonstrate courteous and cooperative behavior when interacting with public and coworkers.
- Perform above listed job duties for shifts lasting 15 or more hours.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

- High School Diploma/GED and
- Customer service work or volunteer experience.

ELECTION INSPECTOR

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required registrations and certificates being maintained in active status.

- Registered Voter in the State of Michigan;
- Completion of Michigan Election Inspector Application, including declaration of a political party affiliation; and
- Election Inspector Training Certification (provided by the City of Kentwood).

Other Qualifications:

- No felony or election crime convictions.

Required Knowledge and Skills:

- Basic knowledge of how to use a computer;
- Skilled in providing attention to detail in a busy and distracting environment;
- Skilled in communicating with a diverse populations; and
- Proficient in speaking, listening, reading, and writing in English.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.