Chief Election Inspector (CEI)

Reports To: Municipal Clerk

Position Summary

The Chief Election Inspector manages the polling place and ensures all voting activities comply with Wisconsin Statutes, Wisconsin Elections Commission (WEC) regulations, and municipal procedures. The CEI supervises election workers, assists voters, safeguards election integrity, maintains accurate records, and completes all required reporting.

The ideal candidate demonstrates integrity, impartiality, political neutrality, leadership, attention to detail, problem-solving, conflict resolution, and strong communication skills.

Training Requirements

- Complete required training through electiontraining.wi.gov:
  - 3-hour baseline Chief Election Inspector training.
  - Minimum of 6 hours of WEC-approved continuing education every two years.

Election Preparation

- Schedule, assign, and communicate election worker shifts and jobs.
- Complete the required public test of voting equipment.

Polling Place Management

- Election Day Hours: Typically 6:00 a.m. until completion of closing procedures, often 8:00 p.m. to 10:00 p.m. or later.
- Conduct opening and closing procedures in accordance with WEC guidelines.
- Ensure voting equipment is set up, secure, and functioning properly.
- Maintain an orderly, accessible, and nonpartisan polling place.
- Ensure compliance with election laws, regulations, and municipal procedures.
- Process Absentee Ballots.
- Address voter concerns, procedural questions, and unusual situations in coordination with the Municipal Clerk.

Election Worker Supervision

- Direct and supervise election inspectors and poll workers.
- Provide guidance on election procedures and voter assistance.
- Resolve issues arising during voting hours.

Voter Assistance

- Welcome and assist voters.
- Verify voter registration and voter identification requirements.
- Process Election Day registrations.
- Administer provisional ballot procedures.
- Ensure accessibility for voters with disabilities.

Security and Recordkeeping

- Safeguard ballots, voting equipment, and election records.
- Maintain chain-of-custody documentation.
- Monitor ballot reconciliation and record accuracy.
- Ensure election materials remain secure throughout Election Day.

Post-Election Responsibilities

- Reconcile ballots and poll books.
- Complete required reports and forms.
- Secure and package election materials for return to the County Clerk's office.

Qualifications

- High school diploma or equivalent.
- Strong organizational and recordkeeping skills with exceptional attention to detail.
- Ability to work effectively under pressure.
- Basic computer and voting equipment proficiency.
- Strong leadership, communication, and problem-solving abilities.
- Ability to remain impartial, politically neutral, and maintain confidentiality.

Physical Requirements

- Ability to stand or sit for extended periods.
- Ability to lift 25-40 pounds.
- Ability to work a full Election Day shift from opening through completion of ballot reconciliation.

Please reach out to the Village Clerk with interest tracy@eagle-wi.gov