

# CHIEF INSPECTOR JOB DESCRIPTION

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The chief inspector acts as liaison between the election inspectors and municipal clerk and manages the voting site and election inspectors to ensure all operating procedures are followed. Chief inspectors complete all documents, reconcile voter numbers, and resolve voter complaints and concerns.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ✓ Provide oversight of Election Day activities
- ✓ Supervise and assess election inspectors
- ✓ Coordinate breaks, rotations, and designate duties of election inspectors
- ✓ Monitor and close the voting equipment (Brenda Jones currently manages the voting machine)
- ✓ Ensure accessibility at the voting site
- ✓ Follow ballot and ballot control procedures
- ✓ Provide oversight of Election Day registration and activities
- ✓ Administer a challenge
- ✓ Complete all necessary election forms
- ✓ Maintain order at the voting site
- ✓ Resolve voter issues that may arise
- ✓ Enforce and ensure compliance with all Election Day policies and procedures

## TRAINING REQUIREMENTS

In addition to the above listed requirements, chief inspector have additional training requirement they must attend as required by Wisconsin State Statutes.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- ✓ Able to read, write, and speak English fluently
- ✓ Experience managing and working with diverse group of people in a public environment.
- ✓ Basic computer skills are helpful
- ✓ Attention to detail
- ✓ Must be willing to work a 14-hour day
- ✓ Excellent verbal and written communication skills
- ✓ Excellent interpersonal skill to interact and cooperate with co-workers and deal effectively with voters, poll watchers, and the public.
- ✓ Must be able to sit and/or stand for long periods of time. Must be able to lift 20 lbs.

## OTHER:

- ✓ Must be qualified to vote in the Town of Kennan
- ✓ At least 18 years of age.
- ✓ Must be a resident of the Town of Kennan and a U.S. citizen.
- ✓ Never have been convicted of a felony and not otherwise disqualified from voting. Not be a candidate for office in the election