

# ELECTION INSPECTOR JOB DESCRIPTION

Election inspectors assist in the administration of elections at the polling place under the direction of the chief inspector and municipal clerk. They help ensure that voting procedures are followed accurately and that voters have a positive experience.

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## PRINCIPAL DUTIES AND RESPONSIBILITIES

- ✓ Greet voters and check them in using the poll book or electronic poll book.
- ✓ Issue ballots and provide clear instructions on voting procedures.
- ✓ Assist voters as needed while maintaining impartiality.
- ✓ Monitor voting booths and ballot box to ensure security and privacy.
- ✓ Follow ballot handling and control procedures.
- ✓ Help maintain order and accessibility at the polling site.
- ✓ Assist with Election Day registration under the supervision of the chief inspector.
- ✓ Report any issues or irregularities to the chief inspector promptly.
- ✓ Participate in opening and closing duties of the polling place.

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## TRAINING REQUIREMENTS

Election inspectors must attend training sessions as required by Wisconsin State Statutes to ensure compliance with election laws and procedures.

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## KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Ability to read, write, and speak English fluently.
- ✓ Strong attention to detail and ability to follow instructions.
- ✓ Basic computer skills are helpful.
- ✓ Excellent interpersonal skills to interact with voters and co-workers respectfully.
- ✓ Ability to remain impartial and professional at all times.
- ✓ Must be able to sit and/or stand for long periods and lift up to 20 lbs.

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## OTHER REQUIREMENTS

- ✓ 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.
- ✓ Cannot be a candidate for office in the election.