

CITY OF OMRO ELECTION INSPECTOR JOB DESCRIPTION

POSITION SUMMARY:

Election inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- ⊕ Check-in registered voters and issue ballots and voter numbers
- ⊕ Register qualified individuals to vote
- ⊕ Handle voting equipment to verify ballots have been completed and accepted

The hours of an Election Inspector are from 6:30am to 9:00pm (or until the polling site is closed) unless half-day shifts are available.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ⊕ Verify voter's name and address in poll list.
- ⊕ Verify voter ID requirements
- ⊕ Check-in pre-registered voters using poll list.
- ⊕ Issue ballots and voter numbers.
- ⊕ Reconcile poll lists.
- ⊕ Document changes in voter information.
- ⊕ Use parameter book and polling location guide to verify address and determine voter polling location.
- ⊕ Determine types of registration.
- ⊕ Analyze documents.
- ⊕ Review applications.
- ⊕ Monitor Accu-Vote OS voting machine.
- ⊕ Monitor the Accu-Vote TSX (touch screen ballot marking machine).
- ⊕ Address ballot errors.
- ⊕ Maintain tally of rejected/reissued ballots.
- ⊕ Collect voter numbers, and ballot privacy folders.
- ⊕ Assist voters with marking ballots.
- ⊕ Distribute stickers.
- ⊕ Assist in the enforcement of all Election Day policies and procedures.
- ⊕ Assist in the completion of all Election Day forms.
- ⊕ Assist voters that request curbside voting.
- ⊕ Assist in the voter and ballot reconciliation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. **KNOWLEDGE:** Must have completed 8th grade. Must have experience working with diverse groups of people in a public environment. Able to read, write, and speak English fluently.
- B. **SKILLS:** Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to occasionally lift up to 30 lbs.

OTHER:

- ⊕ Must be qualified to vote in the City of Omro, or within Winnebago County
- ⊕ At least 18 years of age.

- ⊕ Must be 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.

TRAINING REQUIREMENTS:

- ⊕ Election inspectors are required to attend a 3-4 hour training class prior to each election event.

Election Inspectors wishing to become Chief Inspectors are required to attend 6 hours of training per two year appointment.