

CITY OF ALGONAC ELECTION INSPECTOR JOB DESCRIPTION



What are the required qualifications to become an election inspector in the City of Algonac?

- . Must be 18 years of age or older; a person who is 16 or 17 years of age may be appointed with special conditions.
- . Must be a registered voter in the State of Michigan
- . Must complete and file an Election Inspector Application. The applicant **MUST** list a political party affiliation (not Independent) on the application
- . Must attend a training session prior to working as an election inspector
- . Must have **NO** felony or election fraud convictions.

What additional elements are desirable to be an election inspector in the City of Algonac?

- . Must have own transportation to and from the polling location
- . Should have knowledge of computers
- . Good clerical ability is helpful
- . Should be able to work from 6:00 a.m. to 9:00(at least) p.m. on election day

What will an election inspector be doing on election day?

- . Perform polling preparation and check list task prior to opening the polls at 7:00 a.m.
- . Physically be able to set up polling locations on election morning, take down election night
- . Swear or affirm the Oath of Office
- . Upon polls opening, process voters within prescribed procedures (will be trained on these)
 - Including: checking voter identification
 - Verify that voter is in the proper polling location and precinct
 - Record voter in poll book (Electronic and Paper Poll Book)
 - Assign ballots/record number in poll books
 - Help tabulate ballot
 - Help arise any issues that may come up with voters during the day
 - Help to close precinct at days end (see below for further description)
 - Have a good understanding of how the equipment works at
 - Polling place (Electronic Poll Book, tabulator, Automark).

- . Assist with processing Absentee Ballots if such ballots are counted at the precincts
- . Upon polls closing at 8:00 p.m., perform poll closing tasks, record keeping tasks, verification tasks, and other wrap-up tasks as assigned.
- . Sign all required books, tally sheets, certificated, etc.
- . Transport and submit required records, supplies and equipment to the City Clerk's Election Unit.
- . Perform any other work as assigned by the City Clerk.

What is the current rate of pay for election inspectors?

The current rate of pay is \$9.00 an hour for inspectors, and \$10.00 an hour for chairman.

Each training attended is \$20.00.

How do I apply to become an election inspector?

You may go online to www.algonac-mi.gov and print off an application to become an election inspector –

You may mail the application in to:
Algonac City Clerk, Elections
805 St. Clair River Drive
P.O. Box 454
Algonac, MI 48001

Or you may bring it into the office Monday through Friday, 8:00 a.m. to 5:00 p.m.

Should you have any questions, please contact me at

Cindi Greenia, Clerk
CMC, CMMC
810-794-9361 ext. 215
cityclerk@algonac-mi.gov