



CITY CLERK'S OFFICE
2000 North Calhoun Road
Brookfield, Wisconsin 53005-5095
(262) 782-9650 City Hall Main Number
(262) 796-6653 City Clerk's Office Direct Number
FAX (262) 796-6671

TO: Applicants for Election Inspector Positions (Poll Workers)

RE: Hiring Procedure for 2018-2019 Elections "Intermittent" Positions

Thank you for your interest in an intermittent position with the City of Brookfield City Clerk's Office in the Department of Administration. Attached you will find a brief description of the position responsibilities, an application for employment form and a supplemental information form.

Position Availability

Election Inspectors are subject to appointment by the Common Council for a two year term. Past Election Inspectors are offered the opportunity to return when their term expires. New openings for appointments are determined based on the number of returning employees. Certain elections that have an expectation of increased turn out, and therefore have a need for supplemental workers to be hired.

How To Apply

Complete the attached application for employment and supplemental information form and return to the **Human Resources Department, 2000 N. Calhoun Road, Brookfield, WI 53005**. Applications will be accepted until **September 1, 2017**.

Hiring Timeline

Interviews for Election Inspector positions will take place with the City Clerk beginning approximately October 2017 or until all positions have been filled. Only the most qualified Candidates will be invited to interview. Once the interview process has completed, all applicants will be notified as to their application status. All applications will be kept on file and considered if additional openings occur throughout the year.

If you have questions, please contact either the City Clerk's Office or the Human Resources Department at your convenience.



**CITY CLERK'S OFFICE - DEPARTMENT OF ADMINISTRATION
EMPLOYMENT APPLICATION**

2000 North Calhoun Road
Brookfield, Wisconsin 53005-5095
(262) 782-9650 City Hall Main Number (262) 796-6653 City Clerk's Office Direct Number
(262)-796-6642 Human Resources Department Human Resources Fax (262) 796-6682

THE CITY, IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP OR DISABILITY, CREED, SEXUAL ORIENTATION, ANCESTRY, ARREST OR CONVICTION RECORD, CITIZENSHIP STATUS, MARITAL STATUS, VETERAN STATUS OR MEMBERSHIP IN THE NATIONAL GUARD, STATE DEFENSE FORCE, OR ANY RESERVE COMPONENT OF THE MILITARY FORCES OF THE UNITED STATES OR WISCONSIN, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW. THE CITY ALSO IS REQUIRED BY LAW, BECAUSE OF ITS ASSOCIATION WITH THE FEDERAL GOVERNMENT, TO TAKE AFFIRMATIVE ACTION TO EMPLOY WOMEN, MINORITIES, OTHERWISE QUALIFIED INDIVIDUALS, AND VIETNAM/DISABLED VETERANS, THE CITY IS AN EQUAL OPPORTUNITY EMPLOYER.

(PRINT) LAST NAME	FIRST	M	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PRESENT ADDRESS		CITY	STATE	ZIP	PHONE NUMBER
HAVE YOU PREVIOUSLY APPLIED AT OR BEEN EMPLOYED BY THE CITY OF BROOKFIELD? IF YES EXPLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO			HAVE YOU EVER BEEN CONVICTED OF, OR DO YOU CURRENTLY HAVE A CHARGE PENDING, FOR ANY FELONY, MISDEMEANOR OR OTHER CRIMINAL OFFENSE EXCLUDING MINOR TRAFFIC VIOLATIONS? IF YES, EXPLAIN: YES <input type="checkbox"/> NO <input type="checkbox"/>		
HOW DID YOU FIND OUT ABOUT US?			EMAIL ADDRESS		

EDUCATION

SCHOOL	NAME & LOCATION OF SCHOOL	GRADUATE? YES OR NO	DEGREE RECEIVED	MAJOR FIELD OF STUDY
HIGH				
COLLEGE				

WORK HISTORY (LIST ALL PAST PERIODS OF EMPLOYMENT, LISTING MOST RECENT EMPLOYER FIRST AND SO ON)

DATES OF EMPLOYMENT MONTH & YEAR	1. NAME OF COMPANY 2. ADDRESS OF COMPANY 3. IMMEDIATE SUPERVISOR & PHONE #	JOB TITLE & TYPE OF WORK PERFORMED	WAGE OR SALARY	REASON FOR LEAVING	MAY A REFERENCE BE MADE WITH THIS EMPLOYER? YES OR NO
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:
FROM: TO	1. _____ 2. _____ 3. _____				IF NO, PLEASE EXPLAIN:

Acknowledgement of Truthfulness

I certify that the answers and information contained in this application (and accompanying resume, if any) are true and correct to the best of my knowledge. I understand that falsification, misleading statements, or omissions concerning this application (and accompanying resume, if any) disqualifies me from further consideration and if discovered after hire will result in termination of my employment. I understand that the City of Brookfield shall not be held liable in any way for my termination because of the falsity or misleading nature of statements, omissions or answers given by me on this application (and accompanying resume, if any).

At Will Employment

I understand that filling out this application does not obligate the City of Brookfield to offer me a job. I understand and acknowledge that my employment, benefits, and compensation are "at-will" and can be terminated with or without cause for any reason consistent with applicable state and federal law, city ordinance, or collective bargaining agreement, and with or without notice at the option of the City of Brookfield or myself. I understand this application is not a contract of employment, express or implied. I understand no representative of the City of Brookfield other than the Common Council of the City of Brookfield has any authority to enter in to any oral or written agreement for employment for any specified period of time or to negotiate any agreement contrary to the foregoing.

SIGNATURE OF APPLICANT _____ DATED _____

ELECTION INSPECTOR POSITIONS SUPPLEMENTAL INFORMATION

1. Please rank each hour shift preference in the order which you are most interested in working. Use the ranking scale of numbers 1-3, starting with the number 1 as your first choice.

- _____ All Day (6:30 am – approx. 9:30 pm)
- _____ Morning Shift (6:30 am - 2:00 pm – polls open at 7 am)
- _____ Afternoon Shift (2:00 pm – approx. 9:30 pm – polls close at 8pm)

2. Please rank your poll site preference in the order which you are most interested in working. Use the ranking scale of numbers 1-3, starting with the number 1 as your first choice.

- _____ Home Poll Site Only
- _____ Prefer Home Poll Site, but any site if needed
- _____ Any Site in the City of Brookfield

3. Following is the Election Schedule for 2018-19. We appreciate your commitment to all Elections dates so please mark these dates on your calendar to reserve your availability. Please check mark your availability below:

- Spring Primary (3RD Tues in February 2018 & 2019)
- Spring Election (1st Tues in April 2018 & 2019)
- Fall Primary (2nd Tues in August 2018)
- Fall General (1st Tues following 1st Monday in November 2018)

4. Please indicate your poll site duty preferences in which you are most interested in working. Please check all that apply.
Note: Your preference is not a guarantee of job assignment.

- Poll Books/Ballot Distribution
- Voter Registrations (new voters/address changes)
- Absentee Ballots (all day)
- Chief Inspector / Asst-Chief Inspector (all day)
- Nursing Home Voting (Party affiliated only)

5. Political Party Affiliation: (If you aren't being appointed by the Chairman of a Political Party to represent the party listed below, check "Not Affiliated"). *Note: The question is used to help facilitate the process for appointing election officials in Wis. Stats 7.30.*

- Democratic Party
- Republican Party
- Not Affiliated with a Party

6. Were you referred for this employment by someone?

- YES By Whom: _____ Relationship: _____
- NO

7. Will you be at least age 18, on or before your first day of work with the City? _____ YES _____ NO

REFERENCES

- | <u>Name</u> | <u>Address</u> | <u>Phone</u> |
|-------------|----------------|--------------|
| 1. | | |
| 2. | | |

APPLICANTS SELECTED FOR EMPLOYMENT MAY BE SUBJECT TO A PERSONAL BACKGROUND CHECK BEFORE BEING EMPLOYMENT OR WORK AS A VOLUNTEER.

Print Name

Signature of Applicant

Date

Employment Opportunity for
ELECTION INSPECTOR

PURPOSE: The Election Inspector is responsible for conducting election related activities assigned at polling places on Election Day. Election officials provide a very important public service by enhancing the high quality and integrity of elections according to prescribed methods and processes outlined in Wisconsin Statutes and the Government Accountability Board.

ESSENTIAL FUNCTIONS:

- ◆ Responsible for all aspects of election processing, including setting up, opening and closing the polling site location on Election Day and associated clerical functions. Posts proper election notices and maps received from the City Clerk's Office.
- ◆ Registers qualified electors on Election Day, assists voters in completing forms, determines ward assignments based on street address, checks proof of residency and provides registration information pursuant to law.
- ◆ Records voter participation on the poll lists, checks identification, issues ballot and informs voters of proper balloting procedure. Determines acceptability of absentee ballots, records data, processes qualified absentee ballots and provides record keeping of ballot envelopes.
- ◆ Tabulates write in votes, secures voted ballots in security seal envelopes, records election related totals in appropriate forms and documents.
- ◆ Completes forms with accuracy and legibility. Assures proper opening, closing and functioning of electronic voting equipment. Assists with accessible voting to all qualified electors including those with disabilities.
- ◆ Promotes and maintains positive public relations with staff and the community in general. Refers questions regarding proper procedure to the Chief Election Inspector. Preserves order at the polling place.
- ◆ Commits to training sessions prior to every election date scheduled to work.
- ◆ Reports for duty between one and four times per year and special elections as required. Available to work either the entire election day, equivalent to 15 hours or half an election day equivalent to 7 or 8 hours.

The election schedule consists of: February - held on the 3rd Tuesday in February; April - held on the 1st Tuesday in April; August - held on the 2nd Tuesday in August; November - held on the Tuesday after the First Monday in the month; Special Elections – Various Dates.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. Knowledge equivalent to a high school diploma. Knowledge of election law preferred.
 2. Must be qualified electors of the municipality. Must not be a candidate for any office on the ballot.
 3. Must be able to hear well in an environment where background (crowd) noise is likely.
 4. Must be proficient in reading and writing English with effective communication skills.
 5. Must be physically able to stand or sit for long periods of time.
 6. Must be able to increase pace of work while maintaining accuracy.
 7. Must be able to maintain neutrality in a politically charged environment.
 8. Must be capable of comprehending and following established election laws and procedures.
 9. Must be able to withstand swings between long, boring hours with no voters and hectic hours with a large turn-out.
 10. Must be committed to attending training prior to each election assigned to work.
- Equivalent combinations of training and experience may be considered.*

2018-19 SALARY IS: \$9.00 Hourly

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Human Resources Department reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Applications will be accepted until **SEPTEMBER 1, 2017**. Applications may be accepted on a continuous basis depending on need.

APPLICATION BLANKS may be obtained from our web site (www.ci.brookfield.wi.us), in person or via mail from the City of Brookfield Human Resources Department, 2000 N. Calhoun Road, Brookfield, WI 53005 or by calling (262) 796-6642. Completed applications should be returned to the same address.