

Employment Opportunity for
ELECTION INSPECTOR (Poll Worker)

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 electronic and/or 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. Use of electronic poll books anticipated in the near future.
- ◆ 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.

POSITION REQUIREMENTS (*Equivalent combinations of training and experience may be considered*):

1. Must be qualified electors of the municipality. Must not be a candidate for any office on the ballot.
2. Knowledge equivalent to a high school diploma. Knowledge of election law preferred. Aptitude for numbers, sequential counting and the ability to compile and reconcile totals.
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. Familiarity and skills with keyboarding, scanner, computer and mouse.
6. Must be physically able to stand or sit for long periods of time.
7. Must be able to increase pace of work while maintaining accuracy.
8. Must be able to maintain neutrality in a politically charged environment and get along well with others.
9. Must be capable of comprehending and following established election laws and procedures.
10. Must be able to withstand swings between long, boring hours with no voters and hectic hours with a large turn-out.
11. Must be committed to the dates below and any training sessions scheduled prior to each election assigned to work.
12. Flexibility in positions, shift and polling location assignments is expected.

2022-23 SALARY: \$10 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 **October 1, 2021**. 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.