



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 2022-2023 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 **October 1, 2021**.

Hiring Timeline

Interviews for new Election Inspector positions will take place with the City Clerk beginning approximately October-November 2021 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.