

ELECTION INSPECTOR

Basic Function: Perform duties of an Election Inspector in accordance with Michigan Election Law, under the direction and supervision of the City Clerk, their staff, and the Precinct Chairperson and Co-Chairperson.

Training Received: Attend a mandatory, paid 2 hour Election Inspector Training, and a paid 1 hour Electronic Poll Book Computer Class.

Responsibilities and Duties:

- ✓ Reporting to the assigned precinct by 6:00 a.m. on Election Day, working until all work is completed after the polls close to process election ballots and records until all necessary close-out functions are performed including tabulation and verification [full day]; *Exception: High Schools Students 16 and 17 will work a reduced work day, maximum of 10 hours.*
- ✓ Help prepare the precinct prior to opening the polls at 7:00 a.m.
- ✓ Swear or affirm the Oath of Office.
- ✓ Process voters while polls are open.
- ✓ At 8:00 p.m. assist with tasks to close the polls.

Required Qualifications: Inspector, upon appointment, should have the equivalent of the following qualifications, knowledge, training and experience.

- ✓ Must be a registered voter in the State of Michigan. *Exception: High School Students must be at least sixteen years of age.*
- ✓ Possess accurate data entry skills.
- ✓ Ability to understand and follow oral and written instructions.
- ✓ Ability to work effectively and cooperatively with fellow election workers, other election officials and the general public.
- ✓ Ability to use voting equipment and computer.
- ✓ Requires lifting election supplies and voting equipment weighing up to 40 pounds.
- ✓ Requires sitting and standing for extended periods of time.

Return to: City Clerk
City of Sterling Heights
40555 Utica Rd
Sterling Heights, MI 48313
Fax: 586-276-4077

State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk)

personal information

Full Name _____

Date of Birth ____/____/____ Email Address _____

Home Address _____ Zip Code _____

Phone #'s Home: _____ Work: _____ Cell: _____

Registered in City or Township of _____ Pct # _____ Ward # _____

County of _____

Political Party Affiliation (**REQUIRED**; must be a recognized state party & may not be Independent):

Republican Democratic Libertarian U.S. Taxpayers Green Natural Law

Have you ever been convicted of a felony or election crime? Yes No

education and experience information

Education Background (include highest grade completed or degree held) _____

Employment Background (include current or last place of employment and type or work performed)

Languages other than English that you speak (if any) _____

Please rate your computer experience (data look-up, database processing, creating .pdfs, etc.):

1 = not experienced, 5 = very experienced

1 2 3 4 5

Past experience as an election inspector, if any (include name of jurisdiction) _____

Do you have transportation? Yes No

Will you work at any polling place? Yes No If not, explain: _____

signature and certification

I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

Signature of Applicant

_____/_____/_____
Date

* A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party; 2) is affiliated with another party through an elected or appointed government position or; 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.

Approved by State Director of Elections (June 2015)