**ELECTION INSPECTOR/WORKER**

Basic Function: Perform the duties and tasks of an Election Inspector within the scope of Michigan election law and as directed by the Clerk and his or her staff. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the Municipal Clerk, Precinct Chair, and other staff members as so delegated.

Responsibilities & Duties: An employee in this position may be called upon to do any or all of the following: *(Employee may be expected to perform additional tasks as required)*

1. Attend Election Inspector training classes as required by the Municipal or County Clerk.
2. Perform election inspection duties.
	1. Before opening the polls, complete tasks such as preparing voting equipment.
	2. Upon polls opening at 7:00 a.m., process voters following prescribed procedures in accordance with Michigan election law, including but not limited to;
		* Verify voter identification
		* Instruct voters to complete the application to vote
		* Manage the electronic poll book (EPB)
		* Issue ballots – distribute spoiled, duplicate, and other ballots if needed
		* Instruct voters how to properly mark the ballot
		* Monitor polling place compliance at regular intervals.
	3. Upon polls closing at 8:00 p.m., perform poll closing tasks, recordkeeping tasks, verification tasks and other wrap-up tasks as assigned.
		* Ensure voting data is properly handled and close down voting equipment
		* Complete closing tasks such as removing signage, tearing down voting booths, and putting away supplies
		* Securely gather, transport, and submit required records, supplies, and equipment to the Municipal Clerk
3. Maintain accurate records throughout the voting process. Always ensure voter secrecy.
4. Perform other related work as required or assigned by the Municipal or County Clerk.

Required & Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following qualifications, knowledge, training, and experience.

1. Required to be at least eighteen (18) years of age and a registered voter of Berrien County. A person who is 16 or 17 years of age and is in compliance with MCL 168.677 (4) and (5).
2. Functional use of the English language, both verbal and written; ability to assemble and process data, forms and records.
3. Ability to understand and follow oral and written instructions and to write legibly.
4. Ability to work effectively and cooperatively with fellow election workers, other election officials and the general public.
5. Ability to use voting equipment, computers, telephones and other related machines.