



# **ELECTION INFORMATION**

## **ELECTION INSPECTOR INFORMATION**

Election Inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- Check-in registered voters and provide the voter with a ballot and voter number.
- Register qualified individuals to vote who are new voters or have an address or name change.
- Handle voting equipment to verify ballots are accepted and give out "I Voted" stickers.

Election Inspectors are paid \$140 for a full-day shift and it is preferred they attend all training classes. Election Inspectors may be asked to drive to City Hall once the polls close.

## **CHIEF INSPECTOR INFORMATION**

Chief Inspectors perform all duties required of election inspectors while overseeing the voting site and election inspectors. They are responsible for making sure all operating procedures are followed and resolve voter complaints and concerns. Chief Inspectors bring the paperwork down to City Hall after the closing of the polls.

Chief Inspectors are paid \$175 for a full-day shift and must attend all training sessions. Chief Inspectors have to get 6 hours of training in the current two year term to be certified for the following two year term. The City Clerk appoints Chief Inspectors.

## **HOURS**

The hours on Election Day are from 6:30 a.m. until 9:00 p.m. or until close, which is a FULL day. Bring necessary meals to the polling location; you are required to stay at the polls all day. The polling locations have to be fully staffed the entire day. If you would have to leave the polls for a short period of time, please call the Clerk's Office to get approval before Election Day.

## **APPOINTED**

Inspectors are appointed to a ward for a two-year term and are expected to be available to work every election. Polling locations are staffed according to expected turnout of the election; a Presidential Election will be staffed to the fullest where a local election will not. It is always our goal to place you in your own ward, however, if you are willing to help "where needed" it is easier to make assignments.

## **TRAINING**

Training class compensation is \$20 per training session. Training classes range from approximately one hour to three hours.