



## ELECTION INSPECTOR CONTACT INFORMATION

Village of Kewaskum  
204 First Street, PO Box 38  
Kewaskum, WI 53040  
262-626-8484

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone

You will be expected to attend a training session prior to your first election. Election hours are 7 a.m. to 8 p.m.

Please mark your preferences below:

- AM (6:30 AM – 2:00 PM)
- PM (1:45 PM – 9:00 PM)
- ALTERNATE (called in only to fill-in when others cannot work)

Please mark your position preference, every effort will be made to accommodate your preference, but is not guaranteed. You may choose more than one.

- Poll Book 1 Worker
- Poll Book 2 Worker
- Ballot Distribution Worker 1
- Ballot Distribution Worker 2
- Ballot Box Worker
- Chief Election Inspector

Please indicate if you prefer payment as an Election Inspector or to volunteer your service:

- PAID (\$9.25 per hour)
- VOLUNTEER (not paid; thank you for your service!)

Please indicate your political party preference:

- Republican
- Democrat
- Other/Independent/I prefer not to say

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Contact Tammy Butz, Village Clerk at 262-626-8484 or [tbutz@village.kewaskum.wi.us](mailto:tbutz@village.kewaskum.wi.us)

## **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.

## **COMMITMENT**

Election Inspectors serve a two-year commitment, the period beginning on January 1 of each even-numbered year and ending on December 31 of the following year.

## **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 the 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.
- 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 AM or PM shift, approximately 7-8 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.

## **THE REQUIREMENTS**

1. Knowledge equivalent to a high school diploma. Knowledge of election law preferred.
2. Must be qualified electors of the municipality. Must not be a candidate for any office on the ballot.
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. Must be physically able to stand or sit for long periods of time.
6. Must be able to increase pace of work while maintaining accuracy.
7. Must be able to maintain neutrality in a politically charged environment.
8. Must be capable of comprehending and following established election laws and procedures.
9. Must be committed to attending training prior to each election assigned to work. Equivalent combinations of training and experience may be considered.

## **WAGES**

The current wage is \$9.25 per hour.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.