

**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

ELECTION INSPECTOR

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Election Inspectors are the gate keepers of Democracy. They are vital to efficient and honest elections. Election Inspectors proudly conduct elections with accuracy, integrity and dignity. Join the team of caring individuals who help ensure a basic right of citizenship to vote in a fair, free election.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Be courteous and kind to all voters.
- 1.2 Responsible for administering election procedures in each polling place.
- 1.3 Organize the polling place before the polls open.
- 1.4 Register voters and issue ballots to registered voters.
- 1.5 Provide instructions and assistance to voters.
- 1.6 Explain use of the voting equipment.
- 1.7 Process absentee ballots.
- 1.8 Assemble returns and close the polling place.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position must possess the ability to communicate effectively with voters; clearly explain voting procedures to voters; perform calculations of addition, subtraction, multiplication, division, and the ability to assess and handle situations with irate customers in a calm manner by exercising good judgement, decisiveness, tact and courtesy.

CONFIDENTIAL DATA:

Confidential information includes all personal citizen data, and other information as may be defined as confidential.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inspectors work from 6:30 am until the completion of their duties (approx. 9:30 pm but varies depending on election). A lunch break of an hour may be possible during slower elections, but busy elections may require you to stay at the polling place and bring necessary meals. Inspectors are appointed for a two-year term. If you are not appointed, you will be considered an alternate and asked to work when vacancy occurs.

Requires handling average weight materials or equipment, but not for sustained periods. The employee is occasionally required to exert light to medium physical effort lifting ballot boxes and supplies. The employee must be able to stand and/or sit at the counter for prolonged periods of time. Specifically, vision abilities required include close vision, and ability to adjust focus and ability to hear in a noisy environment with several people talking at once.

The work environment is indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors (curbside voting) for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

Training will be provided before each election by the municipal clerk. This training provides all the necessary information and knowledge to be a successful Election Inspector. All Election Inspectors will be required to take at least 1 hour of paid training prior to each Election that they are assigned to work.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

- 1 Be a qualified elector of the county of Grant, and
- 2 Have clerical skills, and
- 3 Be able to solve problems and be an effective communicator, and
- 4 Work well in a team environment and enjoy people and service to others, and
- 5 Be willing to work a long day as a service to your community.
- 6 NOT be a candidate for any office to be voted on at the polling place at that election.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently exposed to noise from office machines. Employee is occasionally exposed to dirt when searching old records; temperature extremes and dampness when walking to the Post Office for mail and to make deliveries. Employee is exposed to significant work pace/pressure during election preparation and license renewals; many duties are statutory and mandatory and failure to perform these correctly or in a timely manner could subject the municipality to loss of revenue or costs of potential litigation.

POSITION ACCOUNTABILITY:

REPORTS TO: City Clerk.

SUPERVISION EXERCISED: None

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council:

Revision History: 7/30/19