



ELECTION INSPECTOR

Department: City Hall	FLSA Status: Non-Exempt
Division: City Clerk's Office	Job Status: Non-Bargaining Unit
Reports to: City Clerk	Location: Plymouth City Hall
Prepared by: Human Resources Specialist	Approved by: Plymouth Common Council
Date: January 6, 2020	Date:

GENERAL DESCRIPTION

The purpose of this position is to perform assigned duties at a polling site on Election Day under the direction of the City Clerk/Treasurer. Duties can include issuing ballots to registered voters, registering voters, monitoring the voting equipment, explaining how to mark the ballot or use the voting equipment.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Verify voter's name and address in poll list
- Check-in pre-registered voters using poll list.
- Issue ballots and voter numbers.
- Reconcile poll lists.
- Document changes in voter information.
- Assist voters with marking ballots.
- Assist voters that request curbside voting.
- Assist in the voter and ballot reconciliation.

OTHER DUTIES

- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Be able to read, write and speak English fluently.
- Must possess excellent customer service skills.
- Have strong clerical and analytical skills.
- Detail oriented.
- Be an effective communicator.

EDUCATION AND TRAINING

- Required to attend training prior to elections.
- Must be a resident of Sheboygan County and a U.S. Citizen.
- Must be qualified to vote in Sheboygan County.
- Never been convicted of a felony and not otherwise disqualified from voting.
- Not be a candidate for office in the election.
- Must be at least 16 years of age.

WORKING CONDITIONS

- Environment: Work is primarily inside.
- Physical: Includes sitting and/or standing for extended period of time, walking, bending, stooping, and lifting up to approximately 30 lbs or less.
- Involves some limited evening work on occasion.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.