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# Chris Swope

## Lansing City Clerk

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### **ELECTION INSPECTOR JOB DESCRIPTION**

**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 Clerk's staff members. Perform related work as required.

**Supervision Received:** Work is performed under the direction and supervision of the City Clerk and other staff members as so delegated.

**Responsibilities and 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. Perform election inspection duties.
  - a. Perform polling preparation and check list tasks prior to opening the polls at 7:00 a.m.
  - b. Swear or affirm the Oath of Office.
  - c. Upon polls opening, process voters within prescribed procedures.
  - d. Assist with processing Absentee Ballots if such ballots are counted at the precincts.
  - e. Upon polls closing at 8:00 p.m., perform poll closing tasks, recordkeeping tasks, verification tasks, and other wrap-up tasks as assigned.
  - f. Sign all required books, tally sheets, certificates, etc.
  - g. Transport and submit required records, supplies and equipment to the City Clerk's Election Unit.
2. Maintain accurate records during the voting process.
  - a. Applications to vote.
  - b. Voter ballots.
  - c. Absentee voter ballots.
  - d. Poll Book
  - e. Spoiled, duplicate, and other voter ballots.
3. Attend Election Inspector training classes as required by the City Clerk.
4. Perform related work as required or assigned by the City Clerk.

**Required and 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 sixteen years of age and a resident of Ingham or Eaton County; City of Lansing residents preferred. If eighteen years of age, must be a registered voter.
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.
6. Requires lifting election supplies and voting equipment weighing up to 40 pounds. May require lifting equipment up to 80 pounds but that task could be done with the assistance of another election inspector.
7. Requires sitting and standing for extended periods of time.
8. Requires working one of the following shifts:
  - a. reporting to the assigned precinct by 6:00 a.m. on Election Day, working until all work is completed after the polls close to process election ballots and records until all necessary close out functions are performed including tabulation and verification [full day];
  - b. reporting to the assigned precinct by 6:00 a.m. on Election Day, working until 2:00 p.m. [half-day, open]; or
  - c. reporting to the assigned precinct by 1:00 p.m. on Election Day, working until all work is completed after the polls close to process election ballots and records until all necessary close out functions are performed including tabulation and verification [half day, close]
9. Required qualifications and training include a high school diploma or equivalent or in the process of obtaining such.