

Town of Omro Election Inspector Job Description

Election Inspectors are the gatekeepers of democracy and are vital to efficient, open elections. Election Inspectors (often referred to as “poll workers”) are responsible for election procedures in the polling location to which they are assigned by the Town Clerk.

Position Summary:

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

- Check-in registered voters and issue ballots and voter numbers
- Register qualified residents to vote
- Handle voting equipment to verify ballots have been completed and accepted

The hours of an Election day inspector are from 6:30 a.m. to 9:00 p.m. (or until polling site is closed) half day shifts may be available in certain circumstances

Principal Duties and Responsibilities:

- Verify voter’s name and address in poll list
- Verify voter ID requirements
- Issue ballots and voter numbers
- Reconcile poll lists
- Document changes in voter information
- Use polling location guide to verify address
- Determine types of registration
- Analyze documents
- Review applications
- Monitor voting machine
- Address ballot errors
- Maintain tally of rejected/reissued ballots
- Collect voter numbers
- Assist voters with marking ballots
- Assist in the enforcement of all Election Day policies and procedures
- Assist in the completion of all Election Day forms
- Assist voters that request curbside voting

Knowledge, Skills, and Abilities:

- Must have experience working with diverse groups of people in a public environment. Able to read, write, and speak English fluently.
- Most possess excellent customer service skills, be detail oriented, an active listener, and possess good oral communication skills.
- Must be able to sit and/or stand for long periods of time. Must be able to lift up to 30 lbs.

Other:

- Must be qualified to vote in the Town of Omro, or within Winnebago County.

- Must be at least 18 years of age; Omro high school students are allowed to be Election Inspectors with permission from their school principal.
- Must be a US citizen
- Never have been convicted of a felony and not otherwise disqualified from voting.
- Not be a candidate for office (or family member of) on the ballot in the election during which you are working.

Training Requirements:

- Election Inspectors are required to attend training every two years. Additional training/meetings might be required as directed by the Town Clerk.
- Chief Inspectors are required to attend 6 hours of formal training every two years.

If you are interested in becoming an Election inspector, please fill out the Election Inspector Application Form and submit it to the Omro Town Clerk.

Election Inspector Application
Town of Omro

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ (Mobile Phone): _____

Email: _____

Political Party Affiliation (if any): _____

Emergency Contact Person & Phone Number: _____

ELECTIONS ARE ALWAYS HELD ON TUESDAYS.

POLLS ARE OPEN FROM 7 A.M. TO 8 P.M. ON ELECTION DAY.

We ask that you be available to work from 6:30 a.m. to 9 p.m. on Election Day (with food breaks provided).

If you cannot commit to availability all day, would you be interested in half-day shifts?

_____ 6:30 A.M. to 1 P.M. _____ 1 P.M. to 9:00 P.M. _____ Either

Training, and formal appointment by the town board is required for all Election Inspectors prior to being scheduled to work at the polls on election day.

Signature

Date

Return this form to:
Office of the Town Clerk
4205 Rivermoor Road
Omro, WI 54963
920-685-2111 (menu option *)
clerk@townofomro.gov