

Hartland Township

JOB DESCRIPTION

Title: Election Inspector

Effective: Varies

Employment: Temporary, Part-time

Reports To: Deputy Clerk

FLSA Status: Non-Exempt

Pay Grade: A

Description Perform duties of an Election Inspector in accordance with Michigan Election Law, under the direction and supervision of the Township Clerk, Deputy Clerk, and other staff members as delegated.

Training: Attend mandatory Election Inspector Training and other training required by the Clerk.

Responsibilities

- Assist with setting up and opening the polls.
- Swear the Oath of Office.
- Checking in voters and issuing ballots.
- Assist with processing Early Voters, Absent Voter Ballots, or day of In-Person precinct ballots.
- Monitoring the voting equipment.
- Ensure a fair and equitable election process.
- Maintain accurate records during the voting process.
- Perform closing tasks including recordkeeping, verification, and all other tasks as assigned.
- Sign all required documents.
- Chairpersons will transport and submit required documents, supplies, and equipment to the Township Receiving Board.

Requirements

- Must be a registered voter in the State of Michigan except for High School Students that are at least 16 years of age.
- Possess accurate data entry skills.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively, cooperatively, and objectively with other election staff and the public.
- Ability to learn how to use voting equipment and computers.
- Requires sitting and standing for extended periods of time.

