

## **CHARTER TOWNSHIP OF COMSTOCK ELECTION INSPECTOR**

### **Essential Function**

Perform the duties and tasks of an Election Inspector within Michigan Election Law guidelines as directed by the Clerk's Department. Perform related work as required.

### **Supervision Received**

Work is performed under the guidance and supervision of the Township Clerk and other staff members as delegated.

### **Responsibilities and Duties**

An employee in this position may be called upon to do any or all of the following:

#### **Perform election inspection duties:**

1. Perform polling preparation and check list tasks prior to opening the polls at 7:00 am.
2. Swear or affirm the Oath of Office
3. Setup and monitor the voting equipment in the precinct
4. Upon polls opening, process voters with recommended procedures
5. Assist with processing Absentee Ballots
6. Upon closing at 8:00 pm: Perform closing tasks, recordkeeping tasks, verification tasks, and finishing tasks as assigned by clerk (hours vary after closing)
7. Sign all required books, tally sheets, certificates, etc.
8. Transport and submit required records and supplies to the Township Clerk Office

#### **Maintain accurate records during the voting process:**

1. Applications to vote
2. Voter Ballots
3. Absentee voter ballots
4. Poll Book
5. Duplicate, Spoiled, and other Voter Ballots

#### **Attend Election Inspector Training classes as required by the Township Clerk**

Become familiar with the policies, rules and procedures and to conduct the election properly required by the Bureau of Elections.

#### **Qualifications and Requirements:**

1. Must be 16 years of age or older
2. The applicant must list political party affiliation on the application
3. Must complete an Election Inspector Application
4. Must attend training required prior to working as an Election Inspector (Times will be given once application is received)
5. Must work the day of the election (times will be given as assignments are made)