

Information for Prospective Election Inspectors

Thank you for your interest in becoming an election inspector for the City of Owosso! If you enjoy working with the public, are comfortable with computers, and want to do your part to give back to the community - this is a job you will find fulfilling. And while the wages aren't akin to winning the lottery, you will find your paycheck to be a nice little injection into your budget. There are several different types of positions available and I will try my best to accommodate personal preferences, but there are various criteria that need to be met when putting together the team that will work an election so you may not receive your favorite assignment all the time. Below you will find a brief synopsis of the different jobs available.

Election Inspector: Persons staffing the precincts on election day. Inspector duties include:

- greeting voters
- resolving some voter issues
- issuing ballots
- managing room flow
- assisting voters with the handicap accessible terminal
- assisting voters with ballot tabulation
- other tasks as assigned

Election Inspectors work the entire day, from 6:00 a.m. until the polls are closed and paperwork is complete, approximately 9:00 – 9:30 p.m. Two 1-hour meal breaks are provided.

Lunch Workers: Persons staffing the precinct during meal times. Duties are the same as those for Election Inspectors, but the hours worked are different. Lunch Workers work from approximately 10:00 a.m. until 6:00 p.m. with a one-hour lunch break.

AM/PM Workers: Persons staffing the precinct either in the morning or the evening, as assigned. Duties are the same as those for Election Inspectors. AM Workers work from 6:00 a.m. until 2:00 p.m. with a 1-hour lunch break. PM Workers work from 1:00 p.m. until the polls are closed and work is completed, approximately 9:00 to 9:30 p.m. with a 1-hour lunch break.

AVCB Inspectors: Persons staffing one of two Absent Voter Counting Boards. These boards work at City Hall to count all of the absentee ballots that have been returned by voters. Duties include:

- opening AV envelopes
- checking signatures
- keeping an accurate tally of all ballots received/counted
- tabulating ballots
- preparing problem ballots for tabulation
- completing all necessary paperwork

Hours will vary depending on the number of AV ballots returned. A typical day may be from 1:00 p.m. until 9:00 or 9:30 p.m. AVCB Inspectors are sequestered, meaning once you enter the work area you cannot leave until after the polls close. A meal is provided on site.

Receiving Board Member: Receiving Board Members are one of 6 people that are responsible for ensuring that all the paperwork documenting the election are in order and all ballot boxes are properly sealed. This is a job better suited to a night-owl as hours are from 8:00 p.m. until as late as midnight.

Please keep in mind that each election is slightly different and as such staffing levels and responsibilities may change. We ask that anyone applying to become an election inspector comes with a servant's heart that is prepared to do whatever the task at hand may be.

Training and political party declaration are required. 16-17 year-old youths are eligible to work, anyone over the age of 18 must be registered to vote. Adult workers are paid \$13.00/hr, students are paid \$10.00/hr.

For the protection of our workers and voters from COVID-19 we will be following the CDC guidelines in effect at the time of the election.

State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk - find your local Clerk at mi.gov/vote)

personal information

Full Name _____

Date of Birth ____/____/____ Email Address _____

Home Address _____

Phone #'s Home: _____ Work: _____ Cell: _____

Registered in ☐ City or ☐ Township of _____ Pct # _____ Ward # _____

County of _____

Political Party Affiliation (**REQUIRED**; must be a recognized state party & may not be Independent):

☐ Republican ☐ Democratic ☐ Libertarian ☐ U.S. Taxpayers ☐ Green ☐ Natural Law ☐ Working Class

Have you ever been convicted of a felony or election crime? ☐ Yes ☐ No

education and experience information

Education Background (include highest grade completed or degree held) _____

Employment Background (include current or last place of employment and type or work performed)

Languages other than English that you speak (if any) _____

Please rate your computer experience (data look-up, database processing, creating .pdfs, etc.):

1 = not experienced, 5 = very experienced

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Past experience as an election inspector, if any (include name of jurisdiction) _____

Do you have transportation? ☐ Yes ☐ No

Will you work at any polling place? ☐ Yes ☐ No If not, explain: _____

signature and certification

I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

Signature of Applicant

____/____/____
Date

* A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party; 2) is affiliated with another party through an elected or appointed government position or; 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.

Approved by State Director of Elections (August 2017)