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)

Election Inspector/Worker
Job Description

Categories of election workers include:

- **Chair/Co-Chair** – Work as a chair or with another co-chair to manage the polling place.
- **E-Poll Book Workers** – E-Poll book workers work with one or two other persons assigned to the e-poll book computer in the polling place. E-Poll book workers use a computer to check voter eligibility and record that an individual has voted.
- **Regular Election Workers** – Regular election workers will: offer instruction for application to vote forms, direct voter flow in the precinct, check ballot numbers against application to vote forms, assist near the tabulator, assist with curbside voting, etc.
- **A.V. Counting Board Workers** – A.V. counting board workers function as a team to process absentee ballots in a location separate from the regular polling places. These workers do not deal directly with voters or the public (other than the clerk, deputy clerk, and/or clerk-appointed assistants), and public contact is prohibited until processing and closing functions are complete.
- **Receiving Board Workers** – Receiving board workers arrive after the polls close (at the Township Hall at approximately 8:15 pm) and use a checklist to ensure that workers at the polling places have completed all tasks/responsibilities as required by the Bureau of Elections.
- **Subs** – Subs are available on Election Day to replace a worker who may have an unexpected circumstance which causes them to be absent from the polls or to leave early.

Supervision Received: Work is performed under the direction and supervision of the township clerk, deputy clerk, and precinct chair as so delegated.

Responsibilities and Duties: An employee may be called upon to do any or all of the following:

1. Perform election inspector duties:
   a. Perform polling preparation and checklist tasks prior to opening the polls at 7 am.
   b. Upon polls opening, process voters within prescribed procedures.
   c. Assist with processing absentee ballots as a member of the Absent Voter Counting Board.
   d. Upon polls closing at 8 pm, perform closing tasks, recordkeeping tasks, verification tasks, and other wrap-up tasks as assigned.
   e. Sign all required books, statement of votes, certificates, etc.
   f. Transport and submit required records, supplies, and equipment to the clerk at the Township Hall.

2. Maintain accurate records of the following:
   a. Applications to vote.
   b. Voter ballots.
   c. Absentee voter ballots.

Election Inspector/Worker
Job Description

d. Spoiled, duplicated, and other voter ballots.
e. Challenges and other voter information or procedural issues.

3. Attend Election Inspector Training classes as required by the township clerk or county clerk.

4. Perform additional/related tasks as required or assigned by the township clerk or county clerk.

Desirable Qualifications for Employment:

1. At least 16 years of age and in compliance with MCL 168.677 (4) and (5) or at least 18 years of age and a registered voter in the State of Michigan. (See bottom of page 3 for details.)

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 learn to use voting equipment, computers, and other related machines.

6. Ability to sit or stand for extended periods of time.

7. Ability to report to the assigned precinct by 6 am on Election Day, and work until the polls are closed at 8 pm; processing ballots (if needed), completing certifications and closeout functions. After that you will be required to return to the Township Hall and meet with the Receiving Board for verification of procedures and totals.

   Note: In some instances, the township clerk will allow an election inspector to work a half of day. This would be pre-scheduled. If working in the morning, the schedule would be from 6 am to 1 pm. If working in the afternoon, the schedule would be from 1 pm until after the Receiving Board has finished the verification process.

   If the election inspector is working on the Absent Voter Counting Board, time of arrival will be determined prior to the election by the township clerk, depending on the number of absentee ballots to be processed.

8. A high school diploma or equivalent or, if still in school, working toward a diploma or equivalent.

9. **Required** – Certification by the State of Michigan through training conducted by the township clerk, deputy clerk, and/or county clerk's office.

Election Inspector/Worker Job Description

Please Note: The job of election inspector may involve a very long day. In most cases starting time is at 6 am (exceptions include Receiving Board, Subs, A.V. Counting Board Workers, or if you have made special arrangements with the election coordinator to work a half day). The polls close at 8 pm, and all election workers are required to return to the Township Hall while the Receiving Board finishes checking the work of the precinct workers. It can mean a 15 to 17 hour day (or more).

In addition, of the Receiving Board finds that the precinct you are working in doesn't balance out at the end of election day and can't resolve the issue, the County Clerk's office will require all workers from your precinct to meet at the Court House the day after the election to do a recount of ballots.

Voting Locations:

St. Joseph Charter Township has four voting locations (precincts or polling places), and an Absent Voter Counting Board. The four precincts are:

- Precinct #1: St. Joseph Township Public Safety Complex, 1750 Colfax Ave, Benton Harbor
- Precinct #2: St. Joseph Seventh Day Adventist Church, 1201 Maiden Ln, St. Joseph
- Precinct #3: St. Joseph Charter Township Hall, 3000 Washington Ave, St. Joseph
- Precinct #4: Peace Lutheran Church, 3590 Lincoln Ave, St. Joseph

The Absent Voter Counting Board operates at either the Maiden Lane Community Park enclosed pavilion, or in the Fire Department meeting room located at the back of the Township Hall (dependent on the quantity of absentee ballots to process).

St. Joseph Charter Township does it's best to accommodate any special requests or needs. Please be sure to advise the deputy clerk or election assistant of the needs at the time of appointment for each election.

Thank you for considering this opportunity! If you have any additional questions, please feel free to contact our office at (269) 429-7703.

MCL 168.677 (4) and (5):

(4) Except as otherwise provided in this subsection and subject to subsection (5), a person who is 16 or 17 years of age may be appointed to a board of election inspectors. Before a person may be appointed under this subsection, the first 3 members of the board required to be appointed under section 672 must meet the requirements of subsection (1) to (3). A person who is appointed under this subsection must meet the requirements of subsections (1) to (3) other than being a qualified and registered elector of this state. A person who is appointed under this subsection is not eligible to be designated as chairperson of the board under section 674.

(5) If a person seeking appointment to a board of election inspectors under subsection (4) is attending a K-12 school and if an election falls on a school day, the person shall provide to the clerk, along with the application filed under subsections (1) and (2), a written document from his or her school specifically acknowledging that person's application for appointment to the board of election inspectors and specifically excusing that person from school on the date of service, if the appointment is made.