



ELECTION INSPECTOR PROGRAM

WHAT IS AN ELECTION INSPECTOR?

An Election **Inspector** is a voter registered in the State of Michigan (or a student who is at least 16 years old by election day) who works on Election Days in the City of Charlevoix. Elections are normally scheduled three times a year: the first Tuesdays of May, August and November. Presidential election years have an additional Presidential Primary date in February or March.

WHAT ARE THE REQUIREMENTS AND TRAINING?

The Charlevoix County Clerk's Office oversees Election Inspector Training for the City of Charlevoix. Training is conducted in even years and certification is mandatory. You will be notified when training dates are scheduled. The Election Inspector Training course takes approximately 2 hours, and once the training course has been successfully completed, you will be certified to work at City elections for a period of two years. Election Day hours are 6:00 a.m. until approximately 10:00 p.m. Part-time work shifts are available.

WHAT WILL I BE DOING AT THE ELECTION?

An Election **Inspector** carries out the procedures on Election Day. All Election Inspectors are responsible for a complete and accurate audit at the end of the Election Day, as well as assignments including:

- Distribute ballots, provide instructions to voters, verify the list of qualified voters
- Assist voters placing their ballots in the tabulators
- Set up the polling location
- Seal ballot containers and process paperwork
- Ensure that all voting is conducted in a legal manner and all votes are accounted for

A precinct **Chairperson** administers oaths and oversees the election process on Election Day. Two **Receiving Board** members verify the Chairperson's work at the end of the night and deliver required reports to the County building.

COMPENSATION

Election **Inspectors** are paid \$12.00 per hour. A **Chairperson** receives \$13.00 per hour. **Receiving Board** receives \$14.00 per hour. All Inspectors receive a stipend for required training.

HOW DO I SIGN UP?

Simply fill out an Election Inspector Application form and return it to the Charlevoix City Clerk's Office. Your application will be kept on file, and as soon as Election Inspector Training dates are scheduled, we will notify you. You will be joining a great team that loves serving their community and we look forward to working with you!