

Kim Meltzer, Clerk
Charter Township of Clinton
40700 Romeo Plank Road
Clinton Township, MI 48038-2900

ELECTION INSPECTOR APPLICATION

(MUST be signed by the applicant)

Full Name: _____ Date of Birth: _____

Home Address: _____ City: _____, MI Zip: _____

E-Mail Address: _____ Last four of Social Security #: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Registered in the City Township of: _____ Pct. #: _____ Ward #: _____

Political Party Affiliation (**REQUIRED** and 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 an election crime? Yes No

Educational Background (Include highest grade completed or degrees held): _____

Employment Background (Include current or last place of employment and type of work performed): _____

Past Experience as an Election Inspector, if any (Include name of jurisdiction): _____

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

1 = not experienced, 5 = very experienced

1 2 3 4 5

Do you have transportation?: Yes No

Will you work at any polling place?: Yes No If no, explain: _____

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.

*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 and 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

Signature of Applicant: _____ Date: _____

CHAIRPERSON / CO-CHAIRPERSON

Basic Function: Perform duties of an Election Chairperson / Co-Chairperson in accordance with Michigan Election Law, under the direction and supervision of the Township Clerk and their staff.

Training Received: Mandatory paid 2 hour Election training and Electronic Poll Book Computer Class.

Responsibilities and Duties:

- Chairperson/Co-Chairperson report to the Township Civic Center by 5:30 a.m. on Election Day to pick up ballots, black supply bag, computer and portfolio board.
- Arrive at the precinct by 6:00 a.m.
- Administer Oath of Office to all workers
- Assign precinct opening duties to Inspectors
- Oversee all functions of the election process and inspector assignments
- Balance Electronic Poll Book, save reports and return to the Township Civic Center with required paperwork and supplies

Required Qualifications:

- Must be a registered voter in the State of Michigan. High School Students must be at least sixteen (16) years of age
 - Possess accurate data entry skills
 - Ability to understand and follow oral and written instructions
 - Ability to work effectively and cooperatively with fellow election workers, other election officials and the general public
 - Ability to use voting equipment and computer
 - Requires lifting election supplies and voting equipment
 - Requires sitting and standing for extended periods of time
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ELECTION INSPECTOR

Basic Function: Perform duties of an Election Inspector in accordance with Michigan Election Law, under the direction and supervision of the Township Clerk, their staff and the Precinct Chairperson and Co-Chairperson.

Training Received: Mandatory paid 2 hour Election training and Electronic Poll Book Computer Class.

Responsibilities and Duties:

- Arrive at the assigned precinct by 6:00 a.m. on Election Day, working until all work is completed after the polls close to process election ballots and records until all necessary close out functions are performed including tabulation and verification. High School Students sixteen (16) and seventeen (17) will work a reduced work day, maximum of 10 hours.
- Help prepare the precinct prior to opening the polls at 7:00 a.m.
- Swear or affirm the Oath of Office
- Process voters while polls are open
- Assist with tasks to close the polls at 8:00 p.m.

Required Qualifications:

- Must be a registered voter in the State of Michigan. High School Students must be at least sixteen (16) years of age
- Possess accurate data entry skills
- Ability to understand and follow oral and written instructions
- Ability to work effectively and cooperatively with fellow election workers, other election officials and the general public
- Ability to use voting equipment and computer
- Requires lifting election supplies and voting equipment
- Requires sitting and standing for extended periods of time