

ELECTION INSPECTOR INFORMATION SHEET

The City of Northville is always accepting applications for Election Inspectors!

Election inspectors (poll workers) conduct assigned duties at the polling site on Election Day. Duties may include issuing ballots to registered voters, monitoring the voting equipment, and explaining how to mark the ballot.

Necessary Qualifications and Completing Your Application

- ❖ You must be a United States citizen and registered to vote in the State of Michigan.
- ❖ Inspectors must be able to retain and utilize the information provided during training sessions, work under the direct supervision of the Precinct Chairperson, and be proficient with computers.
- ❖ Complete and return your application to the City Clerk's Office, City of Northville, 215 W. Main Street, Northville, Michigan, 48167 or email to clerk@ci.northville.mi.us.
- ❖ Michigan Election Law requires that you indicate your political party affiliation on the Election Inspector Application. An equal number of election inspectors from each major political party, as closely as possible, must be appointed to each precinct. **If you declare "independent" or "no party affiliation" your application will be disqualified.**

Training and Assignment Information

- ❖ Your name is placed on our substitute list. The City cannot promise that you will work each and every election. Inspectors are assigned based on the type of election and the number of inspectors needed to administer the election.
- ❖ Prior to each election, assignment notification is done by email. If there is a cancellation, you might be contacted and asked to replace a canceled inspector. There is the possibility that you may get called or notified of a vacancy as late as a day or two before an election, or even at 6am election morning.
- ❖ Training is provided. Inspectors are paid \$30 to \$45 to attend training. All poll workers must attend certification prior to working Election Day.
- ❖ All Election Inspectors will be trained to use the Electronic Poll Book. The EPB is the computer used by the Inspectors to check in voters on Election Day.

Pay Rates and Hours

- ❖ Pay rates:

Chairperson	\$230/day
Inspector	\$180/day
EPB Inspector (trained user)	\$195/day
- ❖ Work hours on Election Day are from 6am until approximately 9:30pm The Chairperson will release the Board of Election Inspectors once all processing and clean up is completed.
- ❖ Lunch and dinner breaks are assigned by the Chairperson based on the needs of the precinct on Election Day. Dinner is provided by the City.

State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk)

Return to:
City of Northville
215 W. Main Street, Northville, MI 48167
Fax: 248-349-9244
OR clerk@ci.northville.mi.us

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)