# Chief Election Inspector

## Job Description

The chief election inspector acts as liaison between the election inspectors and village clerk and manages the voting site and election inspectors to insure all operating procedures are followed. Chief Inspectors complete all documents, reconcile voter numbers, and resolve voter complaints and concerns.

The hours of a Chief Election Inspector are from 6:30am-9:00pm (or until poling site can be closed)

## Principal Duties & Responsibilities

Provide oversight of Election Day activities

Supervise and assess election inspectors

Monitor and close voting equipment

Ensure accessibility at the voting site

Follow ballot and ballot control procedures

Provide oversight of Election Day registration and activities

Administer a challenge

Complete all necessary election forms

Maintain order at the voting site

Resolve voter issues that may arise

Enforce and ensure compliance with all Election Day policies and procedures

## Training Requirements

In addition to the above listed requirements, chief inspectors have additional training requirement they must attend as required by Wisconsin State Statutes. ***(Paid)***

## Knowledge, Skills & Abilities

Read, write & speak English fluently

Attention to detail.

Willing to work a 14-16 hour day ***(Paid)***

## Other

Must be qualified to vote in the Village of Park Ridge

At least 18 years of age

Must be a resident of the Village of Park Ridge & a US Citizen

Never have been convicted of a felony and not otherwise disqualified from voting

Not be a candidate for office in the election