



Citizen involvement is essential in conducting open, accurate, and fair elections. We are looking for dedicated, detailed-oriented citizens for upcoming elections. We hope that you will consider participating in the election process by signing up to be an Election Inspector.

### **Responsibilities of an Election Inspector**

Election Inspectors are responsible for election procedures at the polling location to which they are assigned, such as prep work before opening the polls, registering voters, issuing ballots, providing assistance to voters, explaining how to mark the ballot or use the voting equipment, monitoring the voting equipment, closing the polls and preparing election returns.

### **Training**

Training is required and provided by the Office of the Village Clerk.

### **Hours of work**

Polls are open from 7 a.m. to 8 p.m. Election Inspectors may work a full day or half day (split shifts). Work day begins at 6:30 a.m. and ends upon completion of duties after the polls close.

### **Compensation**

Election Inspectors are compensated for working at the polls or may choose to volunteer their services.

### **High School Election Inspectors**

High School students are encouraged to work as election inspectors. A student who is 16 or 17 years of age and who is enrolled in grades 9-12 in a public or private high school and has at least a 3.0 GPA may serve as an election inspector. The village clerk must receive written authorization from the student's parent or guardian and school principal for the student to serve at the presidential election.

### **Requirements to be an Election Inspector**

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote)
- Be able to speak, read, and write fluently in the English language
- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator
- NOT be a candidate for any office to be voted on at the polling place at that election.

To apply, simply complete the attached application form and return it to the Village Clerk's Office, 1900 Libal Street, Green Bay, WI 54301.

For more information, please contact the Village Clerk/Treasurer, Carrie Zittlow ([carrie.zittlow@villageofallouezwi.gov](mailto:carrie.zittlow@villageofallouezwi.gov)) or Deputy Clerk, Kim Wayte ([kim.wayte@villageofallouezwi.gov](mailto:kim.wayte@villageofallouezwi.gov)) (920)448-2800 or stop at the Village Hall.