

Basic Function: Perform the duties and tasks of an Election Inspector within the scope of Michigan Election Law and as directed by the Clerk and Clerk's staff members. Perform related work as required. Supervision Received: Work is performed under the direction and supervision of the Township Clerk and other staff members as so delegated. Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Perform election inspection duties.

- a. Perform polling preparation and check list tasks prior to opening the polls at 7:00 a.m.
- b. Swear or affirm the Oath of Office.
- c. Upon polls opening, process voters within prescribed procedures.
- d. Assist with processing Absentee Ballots if such ballots are counted at the precincts.
- e. Upon polls closing at 8:00 p.m., perform poll closing tasks, recordkeeping tasks, verification tasks, and other wrap-up tasks as assigned.
- f. Sign all required books, tally sheets, certificates, etc.
- g. Transport and submit required records, supplies and equipment to the Township Clerk's Election Unit.

2. Maintain accurate records during the voting process.

- a. Applications to vote.
- b. Voter ballots.
- c. Absentee voter ballots.
- d. Poll Book
- e. Spoiled, duplicate, and other voter ballots.