



City of Fond du Lac

First on the Lake
160 South Macy Street, Fond du Lac, WI 54935

Job Title:	Election Inspector		
Department/Group:	City of Fond du Lac	Location:	Specific Ward as assigned
Hours:	6:30 am – 9:30 pm <i>Inspectors work until the completion of their duties. A lunch break of an hour may be possible during the slower elections, but busy elections may require you to stay at the polling place and bring necessary meals.</i>		
Level/Salary Range:	\$125.00 per election \$32.50 for mandatory training	Position Type:	Election inspectors will be appointed for a two year term beginning January 1 of even numbered years and ending December 31 of odd numbered years.
Scheduled Elections	Spring Primary – third Tuesday in February	Spring Election – first Tuesday in April	
	Fall Primary – second Tuesday in August (even numbered years)	General Election – Tuesday after the first Monday in November (even numbered years)	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Government Accountability Board (GAB) encourages all private citizens to vote and to become involved in the election process. One of the most rewarding ways to do this is to become an Election Day Inspector. Election Officials perform a valuable community service by assisting voters at polling places throughout the City on Election day. Citizen involvement is essential to conduct open, accurate and fair elections in Wisconsin.</p> <ul style="list-style-type: none"> • Election Officials facilitate the right to vote and maintain order at the polls. • Organize the polling place before the polls open. • Check that persons are qualified to vote and register voters. • Record who votes and monitor the election equipment. • Provide instructions and assistance to voters and issue ballots. • Complete Election Day Forms. • Assist in the delivery of election returns to the City Clerk’s office. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>To work the polls, you must:</p> <ul style="list-style-type: none"> • Be an eligible voter in Fond du Lac County (an adult U.S. citizen who has resided in Fond du Lac County for at least 28 days, and not disqualified from voting). • Attend training and read Election Day Manual in advance. • Pay close attention to detail. • Speak, read, write and understand English. • Be capable of performing each task at the polling place. • Work a full shift. • Work well with others and treat all voters with respect. • Treat Election Officials and Clerk’s Office employees with respect. 			



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- Perform duties in a non-partisan manner.
- Abide by state and federal election laws.
- Never engage in electioneering at the polling place.
- Be free from the influence of alcohol and or drugs while at the polls.
- Not be a candidate for any office on the ballot for that election.

For Further Information

MAGGIE HEFTER

City Clerk

160 South Macy Street

Fond du Lac, WI 54935

(920) 322-3432