

# **Election Inspector Qualifications and Duties**

## **General Qualifications**

- Must be a qualified and registered elector of the State of Michigan.
- Must be 18 years of age; a person who is 16 or 17 years of age may be appointed with special conditions.
- Must be able to work be able to work from 6 a.m. to approximately 9:30 p.m. on Election Day.
- Must have transportation to and from polling location. Shall have a good clerical ability to perform duties.
- Computer experience.

## **Requirements & Duties**

- Must fill out an Election Inspector Application (PDF).
- Open and close the polling place location.
- Set up voting booths, tables, precinct supplies and VAT, tabulator and ballot box.
- Able to use a laptop computer to record voter history.
- Issue voters their ballot.
- Assist voters in any phase of the voting process.
- Perform other tasks as assigned by the Chairperson.
- Pay of job is \$10/hour for working election and attending training class.