

**CITY OF MEQUON  
ELECTION INSPECTOR APPLICATION**



Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
If retired, previous occupation: \_\_\_\_\_  
Have you ever been an Election Inspector? (circle one)    Yes            No            If so, where?: \_\_\_\_\_

**ARE YOU QUALIFIED TO BE AN ELECTION INSPECTOR? CHECK ONE: \_\_\_\_\_ YES \_\_\_\_\_ NO**

(Qualifications: U.S. Citizen, resident of Ozaukee County, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.) Please note: Criminal background checks are completed on all applicants.

**ELECTION INSPECTOR POSITION – Reimbursement \$125.00 per Election (full shift)**

Election Inspectors staff the polling place on Election Day. Duties include setting up the polling place, preserving order, registering and recording electors, issuing ballots, processing absentee ballots, monitoring voting equipment, counting votes and properly completing all required election reports.

- All Election Inspectors must attend no less than 2 training sessions per the 2-year election cycle. Training sessions will be provided by and/or scheduled through your municipal clerk and are reimbursed (\$10.00) after the next election.

**CHIEF INSPECTOR POSITION – Reimbursement \$175.00 per Election (full shift)**

The chief Inspector manages the polling place and its Election Inspectors. He or she sets the polling place staffing schedule, the opening/closing activities for the polling place, ensures compliance with all election policies and procedures during the course of the election, directs and confirms reports completion/reconciliation, and is responsible for pick up and delivery of election materials to/from city hall.

- Chief inspectors must attend a “Chief Inspector Baseline” training class for initial certification for this position. To retain this certification, the municipal clerk will provide additional training sessions above that of a regular Election Inspector. Training sessions are reimbursed (\$10.00) after the next election.

**Please check here if you are interested in pursuing this position when needed: \_\_\_\_\_**

**HOURS:**

Polls are open 7:00 AM to 8:00 PM. Election Inspectors typically start between 6:00-6:30 AM (determined by your Chief Inspector) and work until all reports are completed and voting numbers are reconciled at the end of election night.

Every effort is made to assign Election Inspectors to their neighborhood polling place. However, this cannot be guaranteed and you must be willing to be flexible as assignments are subject to change on an as needed basis.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Return this form to:    City of Mequon  
                                  Attn: City Clerk Department  
                                  11333 N. Cedarburg Road  
                                  Mequon WI 53092**

OFFICE USE ONLY:  
Vote Site: \_\_\_\_\_