



CITY OF MEQUON ELECTION INSPECTOR (POLL WORKER) APPLICATION

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

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.

ELECTION INSPECTOR POSITION – \$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, and properly completing all required election reports.

- All Election Inspectors must attend at least 1 training session per 2-year election cycle. Training sessions are provided by and/or scheduled through your municipal clerk and are paid (\$10.00) after the next election.

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

The Chief Inspector manages the polling place and its Election Inspectors. They arrange the polling place staffing schedule, the opening/closing activities for the polling place, ensures compliance with all election policies and procedures during election day, completes required reports and confirms reconciliation, and is responsible for pick-up and delivery of election materials to/from city hall on election day and the day prior.

- 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 paid (\$10.00) after the next election.

Please check here if you are interested in pursuing this position when needed: []

The City of Mequon uses electronic poll books on election day and all election inspectors will be trained in its use.

By signing below, I certify that I meet the qualifications and agree to the duties necessary to be an election inspector as stated above and am not currently registered or voting outside of Ozaukee County. I understand that my responsibilities as an election inspector will be sworn under oath to support the Constitution and to serve in a non-partisan fashion. I understand that the polls are open 7am-8pm, but my shift can vary by several hours before/after polls open/close. I understand that I am expected – to the best of my abilities – to be available for all scheduled elections until I advise otherwise.

Applicant Signature _____ Date _____

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