



GRAND HAVEN CHARTER TOWNSHIP
JOB POSTING

POSITION:	ELECTIONS INSPECTOR
STATUS:	Temporary, as needed, Part-Time, Non-Exempt
SCHEDULE:	10-20 hours varies per week centered around elections
SALARY/PAY:	\$17.62 per hour depending on qualifications and experience
DEADLINE:	Open until filled

A DAY IN THE LIFE:

- Works a temporary schedule centered around elections.
- Work at designated polling locations or absentee ballot site to assist voters, uphold election laws, and help ensure the credibility of the democratic process. This position is critical to the successful administration of elections in Michigan.

ESSENTIAL FUNCTIONS:

- Preparing the polling place before voting begins, including setting up signage, booths, and election supplies.
- Greeting and assisting voters throughout the day with courtesy and professionalism.
- Checking voter registrations and entering voter information into the electronic poll book (EPB).
- Issuing ballots and instructing voters on proper voting procedures.
- Assisting voters with disabilities and offering curbside voting support when requested.
- Addressing ballot tabulator issues and helping voters obtain replacement ballots when necessary.
- Processing provisional and absentee ballots as assigned.
- Closing the polls and reconciling all materials and records at the end of the day.
- Maintaining order and compliance with Michigan Election Law throughout the voting period.
- Other duties as assigned.

WHAT YOU WILL NEED:

- Qualified and registered elector in the state of Michigan.

HOW TO APPLY:

- Send an application to areagan@ghtmi.gov ; Applications may be found at: <https://ghtmi.gov/departments/administration-human-resources/employment-opportunities/>
 - Direct any questions to Amber Reagan, Deputy Clerk, at 616.604.6343.
 - Application deadline: Open until filled
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Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, height, weight, or disability.