

POLL INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for ensuring that the correct procedures are followed at the voting polls in areas of opening and closing sites on correct schedule, voters signing in, ballots being counted, voting site issues being resolved. Incumbent follows the rules and regulations of the Election Law.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Attends training classes on a yearly basis;

Opens and closes voting poll sites;

Monitors activities at polling sites during primary, local jurisdictions and general elections;

Resolves problems as they occur and maintains contact with Board of Elections;

Directs voters to sign poll book at appropriate location;

Distributes emergency ballots and affidavit ballots as needed;

Keeps written record of who votes;

Counts absentee ballots sent to the polls;

Records voting machine totals and paper ballot totals in canvass book;

Calls Board of Elections with unofficial results;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: General knowledge of Election Laws and procedures; ability to communicate effectively; tact; and judgment.

MINIMUM QUALIFICATIONS: This job title is in the Unclassified Class of the Classified Civil Service and does not require any formal minimum training and experience qualifications.

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