



# ELECTION WORKERS NEEDED!

## Requirements for Election Workers:

- Registered to Vote in Michigan  
*(High School students 16 and older are eligible to work)*
- Legible Handwriting
- Basic Computer Knowledge

### Schedule Options

#### **All Day – \$170**

6 a.m. until all work is completed  
(approximately 9 p.m.)

#### **Half Day Option – \$85**

6 a.m. to 2 p.m.  
or  
1 p.m. to Close



**Submit completed application to the Livonia City Clerk's Office  
First Floor of City Hall**

# ELECTION INSPECTOR INFORMATION SHEET

## Office of the Livonia City Clerk

33000 Civic Center Drive, Livonia, MI 48154

Phone: (734) 466-2235 / Fax: (734) 421-1147

Thank you for applying to be part of our team on Election Day in the City of Livonia. In even-numbered State election years, 400-500 election workers are needed to serve the voters in our city. This is a great opportunity to serve your community and to be a part of the election process.

### Completing Your Application:

Please complete and return the attached application to the Election Department in the Clerk's Office.

Be sure to indicate your political party affiliation on the Election Inspector Application. State of Michigan Election Law requires that an equal number of inspectors from each major political party, as closely as possible, be appointed to each precinct.

**DO NOT** declare "independent" or "no party affiliation". This will disqualify your application under the state law. You **do not need** to be a resident of Livonia to work in Livonia.

### Training and Assignment Information:

Before you are placed on an election board, it is necessary to complete one election inspector training session. Notification of training sessions will be by mail. You will receive a \$10 stipend for attending training. In odd years, a YouTube training video may be available.

There may be a six-month to one-year wait to be placed on an election board depending on how many elections are scheduled in any given year. Applicants willing to travel within city limits and applicants willing to take a last-minute appointment maybe placed sooner.

ALL Election Inspectors are "chairperson qualified". After you have worked a few elections, you may be called upon to substitute in precincts that need a chairperson.

Normally, you will be notified of your assignment by mail. There will be a response form at the bottom of your assignment letter. The response form is to be returned by the deadline indicated in your assignment letter. This response informs us whether you will be accepting or declining your appointment. If there is a last minute cancellation, you may be telephoned (up to the day of the election) and asked to replace a canceled inspector.

### Rate of Pay and Hours:

The rate of pay is as follows:

Chairperson.....\$235

Co-Chairperson .....\$210

Inspector.....\$170

Hours are from 6:00 a.m. until approximately 9:00 p.m. (Or, until the last voter has cast their ballot and the processing/cleanup is completed.) **All** inspectors are required to stay and help in the processing and clean up. The precinct chairperson will dismiss you.

You will receive lunch and/or dinner breaks. These are assigned by the precinct chairperson based on the needs of your precinct on Election Day. If you have special dietary needs, we suggest that you bring a snack or sack lunch with you to the precinct to tide you over until you receive your break.

# ELECTION INSPECTOR APPLICATION

Please feel free to bring a book, needlepoint, knitting, etc. with you on Election Day. If there is a slow period this will occupy your time. You may not bring in a radio or television. Cell phone use is limited.

## CITY OF LIVONIA, MICHIGAN

*(Must be completed in your own handwriting in ink)*

Full Name \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address \_\_\_\_\_

Home Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Phone #'s - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Registered in  City or  Township of \_\_\_\_\_ Pct # \_\_\_\_\_

County of \_\_\_\_\_

Political Party Affiliation (**REQUIRED**; party must be a recognized state party & may not be Independent; check only one):

- Republican Party    Democratic Party    Green    Libertarian    Natural Law    US Taxpayers

Have you ever been convicted of a felony or election crime?    Yes    No

Education Background (include highest grade completed or degrees held) \_\_\_\_\_  
\_\_\_\_\_

Employment Background (include current or last place of employment and type or work performed)  
\_\_\_\_\_  
\_\_\_\_\_

Please list any past experience as an election inspector, if any (include name of jurisdiction) \_\_\_\_\_  
\_\_\_\_\_

Languages other than English that you speak (if any) \_\_\_\_\_  
\_\_\_\_\_

Do you own a motor vehicle?    Yes    No\*   *\*if no, how will your report to the precinct at 6 AM?*

Will you work at any City of Livonia polling place?  Yes  No

If no, what area of the City do you prefer to work in? \_\_\_\_\_

How often do you use a computer? (Circle one) **Daily** **Weekly** **Occasionally** **Rarely** **Never**

Please rate your computer experience:

	1	2	3	4	5
Laptop Computer					
Windows Explorer					
Familiarity with Mouse/Keyboard					
Navigating Drives/Folders					
Creating documents or files					
Saving documents to a Flash Drive					
Printing Documents					
Error Message Problem solving					

**5 = very experienced**

**1 = not experienced**

How did you hear about the position of Election Inspector? (Cable channel 8, newspaper, City website, friend, etc.) \_\_\_\_\_

By law, a relative of a political candidate may not work as an election inspector in a polling location with that candidate on the ballot. Please notify us if this conflict arises. A candidate for delegate to the county convention cannot be appointed to the election board in the precinct where he or she lives. An appointment to any other precinct is permitted. All election inspectors must be able to perform several essential job functions, including:

- ✓ The ability to move, lift and assemble voting booths, ballot bags, and voting equipment with weights occasionally exceeding 20 pounds;
- ✓ The visual ability to read precinct lists, applications to vote, and ballots as well as other clerical work assigned by the Chairperson;
- ✓ The ability to deal with the public in a courteous, patient, and efficient manner; and
- ✓ The ability to sustain long periods of sitting and standing throughout the day, as the demands of voters may require.

I CERTIFY THAT I am not a member or a known active advocate\* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\* A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party 2) is affiliated with another party through an elected or appointed government position or 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

**ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.**