

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594  
[www.stevenspoint.com](http://www.stevenspoint.com)



ELECTION OFFICIALS  
APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

District: \_\_\_\_\_

Circle Party Affiliation:      Democratic Party      Republican Party      Unaffiliated

Would you like to be compensated?     Yes     No, I want to be a volunteer.

In the event that you are not assigned to work a specific election, would you be willing to serve as an on-call worker should there be a vacancy?     Yes     No

Election dates for this cycle:

2020: February 18      April 7      August 11      November 3  
2021: February 16      April 6

Please note that an election work day is 14+ hours; however, the City may split that into two 7-8 hour shifts if enough election officials are interested. New workers start off working 7-8 hour shifts.

I certify that I am a qualified elector of Portage County in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote). I am able to speak, read and write fluently in the English language. I am capable of learning and understanding election laws and procedures. I have strong clerical skills and am able to solve problems. I am an effective communicator. I am not a candidate for any office to be voted for at an election which I may work as a poll worker. I understand that I will serve a term of two years and am willing to work the elections during that time. I agree to attend all required training sessions. I have read the attached form which details responsibilities and qualifications of poll workers and the laws pertaining to the use of poll workers and party affiliations.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Return form to:      Kari Yenter, City Clerk  
                                 1515 Strongs Avenue  
                                 Stevens Point, WI 54481



## **Responsibilities of a poll worker (Election Inspector)**

Poll workers (Election Inspectors) conduct assigned duties at a polling site on Election Day. Duties can include setting up and taking down of the polling place, issuing ballots to registered voters, registering voters, monitoring the voting equipment, explaining how to mark the ballot or use the voting equipment or counting votes, escorting the ballots to City Hall.

## **Qualifications to be a poll worker (Election Inspector)**

To be a poll worker, a person must:

- Be a qualified elector of the county in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote)
- Be able to speak, read, and write fluently in the English language
- Capable of learning and understanding election laws and procedures
- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator
- Must be able to attend mandatory training sessions
- NOT be a candidate for any office to be voted on at the polling place at that election
- NOT a convicted felon

## **Selection of poll workers (Election Inspectors)**

According to State Statutes the Mayor, President or Board Chairperson of the municipality is required to nominate poll workers to the governing body no later than their last regular meeting in December of odd-numbered years. The governing body of the municipality appoints the poll workers for a two-year term before December 31.

The nominees are to come first from lists submitted by the two dominant political parties, which are due no later than November 30 of odd numbered years, and may be supplemented at any time. Local party chairpersons are responsible for submitting these lists of names to the Mayor, President or Board Chairperson of the municipality, for each polling place.

If a local party does not submit a list, or does not submit enough names, the Mayor, President or Board Chairperson may nominate qualified individuals on a non-partisan basis, without regard to party affiliation.

Due to the nature of this position, it is necessary for the City to conduct a background check on all applicants receiving consideration.

**If you have any questions please contact the City Clerk's Office at 715-346-1569.**

## **FREQUENTLY ASKED QUESTIONS:**

### **What are the specific qualifications to be a poll worker (Election Inspector)?**

You must be a qualified elector of the county in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote); Be able to speak, read, and write fluently in the English language; Have strong clerical skills; Be able to solve problems; Be an effective communicator; NOT a candidate for any office to be voted on at the polling place at that election.

### **How long is the work day?**

The average day starts at 6:30 a.m. with setup (polls open at 7:00 a.m.) and ends sometime after 8:00 p.m. (when the poll close). The closing process usually takes about an hour or two. Those that bring the material back to the Court house usually finish after 10:00 p.m. We are also implementing 8 hour shifts but this is based on poll worker interest. All new workers start off working just a shift.

### **What training is provided?**

The City of Stevens Point provides training for all new poll workers. We also provide training before each election to review the process and to keep poll workers informed of any changes in election law. The Government Accountability Board also provides training for those who wish to become Chief Inspectors, but the Clerk's office encourages all poll workers to attend these trainings to strengthen their understanding of election law.

### **Compensation?**

Citizens can choose to volunteer their time to work at the polls. However, if you wish to be paid for your time, Election Inspectors receive \$11.00 an hour and Chief Inspectors \$13.50 an hour.

### **How many polling locations are there in the City?**

Currently there are 11 polling locations in the City of Stevens Point.

### **Where will I work?**

The Clerk's office tries to schedule poll workers to work in the district in which they live; however, sometimes you may have to travel to another location.

### **How many people work at the polls?**

The number of poll workers varies depending on the expected voter turnout of the election. Spring elections usually have 5 workers and fall elections usually have 7 to 9 workers.

### **When will I be notified that I am working?**

You will be notified early in the year of the dates of the elections. The Clerk's office will then notify you around 3 weeks before the election if you were scheduled to work.