

## City of Westland



# Qualified Election Workers Needed

### Requirements for Election Workers:

- ☆ A U.S. Citizen and Registered to Vote in Michigan  
*(High School students 16 and older are eligible to work, ask about special hours)*
- ☆ **Moderate Computer Knowledge** – **All** Election Workers will operate the computer!
- ☆ Able to work well with others and enjoy customer service.
- ☆ Dependable – show up to your assigned precinct ready to work.
- ☆ Must attend a training session prior to working an election.
- ☆ You must list a party affiliation.
- ☆ Must be willing to work where needed.
- ☆ Must not be convicted of a felony or election fraud.
- ☆ Cannot be a candidate, challenger or member of the Board of Canvassers.
- ☆ Hours are 6 A.M. until all work is completed. *(approximately 9 p.m.)*
- ☆ You will be given breaks during the day consistent with voter traffic.

## 2021 ELECTIONS

City Primary ~ August 3, 2021  
City General ~ November 2, 2021

*Qualified Applicants will be invited to  
attend a training session.*

Submit completed application to:

**Westland City Clerk's Office**  
36300 Warren Road  
Westland, MI 48185

# ELECTION INSPECTOR INFORMATION SHEET

## Office of the City Clerk; Westland, MI

36300 Warren Road; Westland, Michigan 48185

Phone: 734-713-3799 / Fax: 734-422-1208

*Thank you for applying to be part of our team on Election Day in the City of Westland. In even-numbered State election years, 350-400 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 and W-9 form to the City Clerk's Office. We will need both forms completed in order to process your pay.

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 need not be a resident of Westland to work in Westland.

### **Training and Assignment Information:**

Before you are placed on an election board, it is necessary to complete one (1) election inspector training session. Notification of training sessions will be by mail.

There may be a 6-month to 1-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 trained 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. You will be required to respond by phone or email to confirm 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.

You may not operate a radio or television, and you may not access audio or video on a portable device while working. Use of a mobile telephone is limited to necessary calls only.

**ELECTION INSPECTOR APPLICATION**

**CITY OF WESTLAND, MICHIGAN**

Full Name \_\_\_\_\_

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  Libertarian  US Taxpayers  Green  Natural Law  Working Class

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 you report to the precinct at 6 AM?*

Will you work at any City of Westland 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? (City website, friend, etc.)

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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:

- ✓ Be comfortable with operating a basic computer application, using a mouse and saving files.
- ✓ 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.**