

# ELECTION INSPECTOR INFORMATION



## QUALIFICATIONS

- Must be a registered voter in the State of Michigan.
- 16 & 17 years old 10 hour day restrictions apply.
- Must compete and file an Inspector Application and list federally recognized party preference.
- Successfully complete a basic Election Inspector Test.
- Attend a required training session prior to working an election.
- Inspectors are appointed by the Election Commission.

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## INSPECTOR JOB DESCRIPTIONS

### Greeter Inspector

- Greet and ask voter to have photo ID ready.
- Verify voter at correct precinct .

### Applications to Vote Inspector

- Instruct voter to fill out application to vote.
- Verify voter's photo ID.
- If voter does not have ID, instruct them to complete affidavit on back of the application.
- Instruct voter to keep ID out for next station.
- Direct voter to E-Poll Book station.

### E-Poll Book Inspector

- Swipe photo ID through reader and return to voter.
- Verify voter's name and birth date on application to vote.
- Hand application to vote to ballot inspector.
- Verify ballot and voter number with ballot inspector.
- Direct voter to ballot inspector to receive ballot.

### Ballot Inspector

- Confirm ballot with E-Poll Book Inspector.
- Write ballot number and voter number on application to vote.
- Initial application to vote.
- Place application to vote in pocket of secrecy sleeve.
- Place ballot in secrecy sleeve and hand to voter.
- Direct voter to voting booths.

### Tabulator Inspector

- Verify ballot stub number with number issued on application to vote.
- Keep ballot in secrecy sleeve.
- Tear off ballot stub and throw away.
- Instruct voter to insert ballot in tabulator.
- Give voter an " I Voted" sticker.
- Maintain a 10 foot distance unless voter asks for assistance.

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## ELECTION DAY INSPECTORS AT CITY HALL

### Absent Voter Counting Board

- Report to Council Chambers at designated time.
- Sequestered until work is complete.
- Process and tabulate absentee ballots.
- Duplicate ballots as required.

### Receiving Board

- Begin after Polls close.
- Verify precinct documents submitted by inspectors.
- Assist Inspectors with correcting errors.
- Sort and seal precinct documents for delivery to the County.

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## PAY SCALE

Chair	\$140	Cell Phone Stipend	\$10/Chair
Co-Chair	\$125	Training	\$15
Inspectors	\$115	AVCB Chair	\$12.50/hr
Results Return	\$10	AVCB Member	\$12/hr
		Receiving Board	\$12.50/hr

## WHO CANNOT BE AN ELECTION INSPECTOR?

Per MCL 168

- A candidate, challenger, or member of the board of canvassers.
- A member of a candidate's immediate family.
- A precinct delegate candidate in the precinct where they reside. Candidate may be assigned to another precinct.

\*Half days are available at a prorated hourly amount, depending upon precinct coverage

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