

PINAL COUNTY ARIZONA
ELECTIONS DEPARTMENT

Election Board Worker Job Description

INSPECTOR

JOB SUMMARY

This is a temporary position within Pinal County Elections and is assigned to a precinct polling place. Inspectors are responsible for managing the polling place, poll workers (also known as the election board), and providing voter assistance on Election Day. Inspectors begin their contact with poll workers and department staff weeks in advance of Election Day, and up to and through the end of the election cycle.

TYPICAL DUTIES:

- Monitor and maintain security of election ballots and ballot receptacles at all times.
- Contact and coordinate set-up time with polling place point of contact.
- Create polling place team and assign positions.
- Communicate position assignments, set-up and arrival times, and worker confirmations with poll workers.
- Assign set-up and tear-down tasks.
- Assist with set-up and tear down of all voting equipment, booths, tables, chairs, and supplies.
- Perform ballot and election supply inventory.
- Ensure all supplies and equipment are available and on-site to operate polling place.
- Prepare reports and documents for election.
- Issue Oath of Office to poll workers.
- Verify political observers have written authorization.
- Oversee poll worker performance on Election Day.
- Participate with official ballot box transfer at closing of the polling place.
- Cultivate a positive work environment.

REQUIREMENTS:

- Must be a Pinal County registered voter.
- Not be a candidate for office in the election.
- Not be related to candidates on the election ballot.
- Remain nonpartisan during the election.
- Previous experience as an election board worker.
- Provide an active email account and cellular phone contact information.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of election laws, procedures, and poll worker positions.
- General knowledge of modern computer technology.
- Skill in effective leadership.
- Skill in customer service.
- Skill in active listening.
- Skill in effective oral communication.
- Good organizational skills.
- Ability to perform detail-oriented work.

PHYSICAL DEMANDS

Ability to be mobile and seated at various times when work demands.

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TRAINING

Commitment to participate in online and in-person mandatory Inspector training.

WORK ENVIRONMENT

Work is performed indoors in a relatively safe, secure, and stable work environment and may periodically have unpredicted requirements or demands.