



Yavapai County Elections

INSPECTOR JOB SUMMARY

INSPECTOR

The Inspector is the supervisor of the Poll Workers at the vote center

- Must be registered as a Democrat or Republican
- Must **be the opposite party of the Marshal**
- May not have changed party affiliation since the last General Election
- Direct the setup and arrangement of the Vote Center
- Responsible for receiving and securing all equipment and supplies
- Supervise and assist all Poll Workers in the completion of their assigned duties
- Oversee all aspects of the voting process
- Knowledgeable about all Poll Worker positions and tasks
- May fill in for other Poll Workers
- Address procedural issues
- Help voters who need additional assistance
- Work with the EDT and Marshal to contact the Call Center to report any issues
- Complete closing tasks per duty card
- Prepare End of Election night returns, securing / sealing all sensitive equipment
- Ensure the Vote Center is clean and returned to its original state

This job summary is not comprehensive. Comprehensive job descriptions are available in online Poll Worker training and on the Duty Cards provided to all our Poll Workers.