



# Yavapai County Elections

## Inspector Job Summary

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**INSPECTOR** - The Inspector is the supervisor of the Poll Workers at the Vote Center and assigns duties and tasks to the Poll Workers as needed

- Must be registered to vote in Yavapai County
- Must **be the opposite party as the Marshal**
- Can't have changed party affiliation since the last General Election
- Directs the setup and arrangement of the Vote Center
- Responsible for receiving and securing all equipment and supplies
- Supervises and assists, if necessary, all Poll Workers in the completion of their assigned duties
- Oversees all aspects of the voting process
- Knowledgeable about all Poll Worker positions and tasks
- May fill in for other Poll Workers
- Addresses procedural issues
- Helps voters who need additional assistance
- Works with the EDT to contact the Call Center for help and to report any issues
- Prepares End of Election night returns, securing / sealing all sensitive equipment
- Ensures the Vote Center is clean and returned to its original state

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