



# CITY OF PLYMOUTH ELECTION INSPECTOR PROGRAM

## WHAT IS AN ELECTION INSPECTOR?

An Election Inspector is a voter registered in the State of Michigan who works on Election Days at an assigned polling location in the City of Plymouth. Elections are normally scheduled 3 times a year: the first Tuesdays of May, August and November. Presidential Election Years usually have a fourth date. Election Inspectors may be called upon to work in elections that the City participates in, on an as needed basis.

## WHAT ARE THE REQUIREMENTS AND TRAINING?

Election Inspector training is conducted periodically throughout the year and certification is mandatory. You will be notified when Election Inspector training dates have been scheduled. The Election Inspector training course takes approximately 2-3 hours, and once the training course has been successfully completed, you will be certified to work at City elections for a period of 2 years and will be assigned by the City Clerk's Office to a polling location in the City of Plymouth. Election day hours are 6 a.m. until after polls close at 8 p.m.

## WHAT WILL I BE DOING AT THE ELECTION?

### There are three classifications: Inspector, Co-Chairperson and Chairperson

An Election Chairperson directs and oversees the election process on Election Day and an Election Inspector carries out the procedures on Election Day. All Election Inspectors are responsible for a complete and accurate audit at the end of the Election Day, as well as assignments including:

- Distribute ballots, provide instructions to voters, verify and review the list of qualified voters in the precinct;
- Set up the polling location, seal ballot containers, and process paperwork;
- Ensure that all voting is conducted in a legal manner and all votes are tallied and accounted for through an auditing procedure at the close of the Election Day;

An Election Inspector working as a Laptop User works on a computer to view an electronic poll list, issue ballots, and record other election day information as required. Laptop Users are required to attend a training session before each election.

Election Inspector Pay: Election Inspectors are paid \$180 per day. A Co - Chairperson receives \$200 per day. A Chairperson receives \$220 per day.

## HOW DO I SIGN UP?

Simply fill out the [Election Inspector Application packet](#) and mail or return in person to:  
Plymouth City Clerk's Office, 201 S. Main Street, Plymouth, Michigan 48170.

We will keep your application on file, and as soon as Election Inspector training dates have been scheduled, we will notify you. Applications are available at Plymouth City Hall and can also be found in the City Clerk forms and documents section of our website.

## ANY QUESTIONS?

Please feel free to contact the City Clerk's Office at 734-453-1234, ext. 234 or 225, or email the Clerk's Office at [cityclerk@plymouthmi.gov](mailto:cityclerk@plymouthmi.gov).

We look forward to working with you and know this will provide an excellent opportunity for you to serve your community.

Maureen Brodie, City Clerk  
Nancy Anderson, Deputy City Clerk  
City of Plymouth



PATRIOTISM *"Love for one's country, to support, serve, and defend,  
to be inspired by, to change for the better and to care deeply for its citizens."*