

Inspectors of Election - The Inspectors of Election are charged with presiding over and preserving order at all elections, with deciding any questions as to who should vote, with the sorting and counting of ballots, and with announcing the results to observers. Along with the Ward Clerk, the Inspectors serve as the "presiding officers" of the polling place.

Specific duties include, but are not limited to:

- Assists the Ward Clerk with planning activities as needed for each election
- Attends 1-2 early ballot processing sessions in the weeks directly leading up to each election
- Sets up the polling place the day before each election
- Presides over the ward's polling place for all elections. The time commitment on Election Days is approximately 18 hours, beginning around 6:00 am and ending well into the evening/ early next morning
- Attends any necessary trainings provided by the City or State

There are between 1 and 3 scheduled elections each year, with the possibility of additional special elections being called.