

# TOWN OF OSCEOLA

**Polk County, Wisconsin**

[www.townofosceola.com](http://www.townofosceola.com)

## ELECTION INSPECTOR (Poll Worker) APPLICATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

If retired, previous occupation: \_\_\_\_\_

Have you ever been an Election Worker:      Y      N (circle one)

ARE YOU QUALIFIED TO VOTE?      Y      N (circle one)

(Qualifications: U.S. Citizen, at least 18 years of age on/before Election Day, resident of the Town of Osceola, not currently serving a sentence including incarceration, parole, probation or extended supervision for a felony conviction.)

Following are positions available on Election Day at the polling place, please place a check in the box indicating your willingness to work that position.

Position	Brief Description	Please <input checked="" type="checkbox"/> box of position(s) you are interested in working.
Greeter (Major Elections Only)	Use address list to determine if the voter is at their correct polling location. Position requires standing.	
Poll Book	Look up voter in poll book, entering voter number and notes. Accuracy and attention to detail is required. Certain elections hand out colored cards to voter to ensure they get the correct ballot.	
Supplemental Poll Book	Hand-write information for poll books for voters who register on election day. Neat handwriting and attention to detail is required. Certain elections hand out colored cards to voter to insure they get the correct ballot.	
Ballot Table	Ensure ballots have two initials. Ask if voters would like to use the electronic voting machine or want to receive a paper ballot. Relay any special instructions to voters depending on type of ballot. In certain elections, hand out ballots according to colored cards.	
Registration Deputy	Assist voter to register to vote at the correct polling place. Determine if voter lives in municipality by using address list. Attention to detail and accuracy is required.	

Position	Brief Description	Please <input checked="" type="checkbox"/> box of position(s) you are interested in working.
Voted Ballot Inspector	Assist voters in placing ballots in paper ballot machine or assist with the ICX touch screen voting machines.	
Ballot/Vote Tallying	Assist with tallying votes after polls close.	
Chief Election Inspector	The <b>Chief Election Inspector</b> is in charge of the polling place and has additional training requirements.	
Chief Election Inspector In-Training	The <b>Chief Election Inspector In-Training</b> assists the Chief Election Inspector and will train over the coming year to be appointed as a Chief Election Inspector.	

For more information about what a poll worker does and training offered by the Wisconsin Elections Commission, visit the below websites. Town of Osceola training for election inspectors will take place in January 2024.

[Search | Wisconsin Elections Commission](https://elections.wi.gov/search?search=poll+workers) [elections.wi.gov/search?search=poll+workers ]  
[Poll Worker Training Requirements | Wisconsin Elections Commission](https://elections.wi.gov/poll-workers-observers/working-polls/poll-worker-training-requirements). [elections.wi.gov/poll-workers-observers/working-polls/poll-worker-training-requirements]

**HOURS:**

Polls are open 7:00 AM to 8:00 PM. Election inspectors are offered a shift of either 6:30 AM to 2:00 PM OR 1:45 PM to Close; Ballot/Vote Tallying inspectors start at 8:00 PM.

Shift I *prefer* to work: AM PM Either (circle one)

Every effort is made to assign Election Inspectors to the shift and duties they would like to work. However, this cannot be guaranteed, and you must be willing to be flexible as assignments are subject to change on an as needed basis.

To be a Poll Worker, a person must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote).
- Be able to read and write fluently in the English language.
- NOT be a candidate for any office to be voted on at the polling place at that election.

By signing below, you certify the above, in addition that you are capable of learning election laws and procedures (training provided by the Town Clerk according to State of Wisconsin election laws), and that you are able to make a two-year commitment for up to four elections per year.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please return form **no later than Tues., November 28<sup>th</sup>** to: Denise Skjerven, Clerk, Town of Osceola; via email: [clerk@townofosceola.com](mailto:clerk@townofosceola.com), via mail: P.O. Box 216, Dresser, WI 54009-0216; or just drop it off at the Town Hall. Please refer any questions to Denise at [clerk@townofosceola.com](mailto:clerk@townofosceola.com) or 715-755-3060, ext. 1.

**Thank you for your interest in being an Election Inspector!**