

ELECTION INSPECTOR

Steuben County



**Unclassified Service/Vendor
In the Steuben County Board of Elections**

authorized by Commissioners of Steuben County Board of Elections

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for administering the State of New York Election Law, Rules and Regulations on Election Day. The work is carried out in accordance with and within the perimeters established by New York State Election Laws, Rules and Regulations and the guideline of the Steuben County Board of Elections. Work is performed under the general direction of the Steuben County Board of Elections.

TYPICAL WORK ACTIVITIES

- Work is done in a bi-partisan manner (Democratic and Republican)
 - Set-up of poll site before voting starts
 - Locate Voters names in the districts poll book for voting
 - Obtaining voters signature in poll book
 - Delivering the correct ballot to said voter
 - Assisting voters who need assistance
 - Recording all name and address changes
 - Opening & closing the polls on the voting machine
 - Packing all supplies up at the end of the night
 - Completing all necessary forms and paperwork
 - Other related duties and responsibilities as may be assigned
 - Work as needed on Election days throughout the year*
- *we do not schedule Election Inspectors for Village and School elections

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Must be a registered voter in Steuben County;
2. Read and Speak English;
3. Write Legibly in English;
4. Ability to get along with others and work in a team environment
5. Good judgment;
6. Ability to understand and interpret written material;
7. Ability to communicate effectively both orally and in writing;
8. Ability to deal with a wide variety of persons with tact and courtesy;
9. Physical condition to meet with the demands of the position;
10. Attend training class yearly and pass an exam
11. Ability to work from 5am until 10pm
12. Ability to determine if a voter is at the correct address to vote

If interested contact the Board of Elections 607-664-2260

ELECTION INSPECTOR APPLICATION FORM

If you are interested in becoming an Election Inspector
Please fill out the information below and mail it to: Steuben County Board of
Elections

3 E Pulteney Square
Bath, NY 14810

Inspector Information

Must be a registered voter in Steuben County
Must attend a training class each year (paid for attending the class)
Must have dependable transportation
Read and Write English (legibly)
Inspectors are paid \$100.00 for working the Primary Election and \$160.00 for working the
General Election.

Please mark the election(s) for which you are available

Primary Election – 11:30 am to approximately 10:00 pm

General Election – 5:30 am to approximately 10:00 pm

Are you willing to work outside of your voting district? YES NO

Print Name: _____

Residence Address: _____

Mailing if different: _____

City: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____

(Will be needed if you would like direct deposit for payment)

The Board of Elections office will contact you when classes are being scheduled.

Call the Steuben County Board of Elections Office at 607-664-2260, if you have any questions.