



# ST. JOSEPH COUNTY

ESTABLISHED 1830

**Voter Registration**  
COUNTY-CITY BUILDING  
227 WEST JEFFERSON BLVD  
SOUTH BEND, INDIANA 46601  
PHONE: 574-235-9521

## **Vote Center Inspector**

*Democrat, one per Vote Center.*

Manager of the Vote Center, the Inspector is responsible for picking up and returning election supplies, final Vote Center setup, directing voters in completing forms, and handling voter challenges. The Inspector may delegate tasks and adjust the roles of the other workers as necessary and appropriate. Inspectors should be resourceful and well-organized, making sure that essential tasks are being completed and able to recognize when and willing to reach out to appropriate parties when questions arise.

**As head of the Vote Center's Election Board, the Inspector *must* arrive by 5 AM and remain on-site ALL DAY until Election Day duties are completed.**

### **Before Polling Opens**

- Attend training (approx. 1 hour) *\*mandatory before every election- processes change!*
- Pick up election supplies at least two days prior to the election
- Contact other Vote Center workers before Election Day to confirm 5 AM arrival time and establish/coordinate lunch plans as desired
- Arrive at Vote Center and confirm it is open to all Voter Center Workers at 5 AM
- Collect and store pre-election machine reports, verifying with Judges that machines have no votes and reports read zero
- Attempt to contact and resolve any absence, report if unresolved, document tardiness or other job-related concerns
- Post all required signage (provided in supply bag picked up before Election Day)
- Swear in all Voter Center Workers and be sworn in using provided Oath
- Ensure Vote Center Workers complete paysheet
- Complete/verify equipment is set up, conferring with Vote Center Tech
- Assign and delegate tasks to Vote Center Workers as necessary and appropriate
- Arrange Inspector table so forms are readily available

### **When Polling is Open**

- Publicly declare opening of the polls at 6 AM and closing at 6 PM
- Document number of voters in line and record on appropriate form at set times
- Resolve voter inquiries, providing and directing regarding any necessary documentation in the event of name/address change or other situations as presented

### **After Polling Closes**

- Work with Vote Center Tech to collect machines reports and electronic record
- Ensure location is packed up before dismissing other Vote Center Workers
- Organize all election forms into correct envelopes
- Make sure Judge from opposite party follows to County-City Building to turn in election materials