

CITY OF KIEL
Chief Election Inspector

Department:	Administration
Wage Range:	\$15.45/hour
Hours:	Dependent on election schedule
How to Apply:	Submit City of Kiel Application, letter of intent and resume or statement of qualifications to the City Administrator.
Date of Hire:	As soon as possible, hoping to train with current Chief Election Inspector through remainder of 2026 elections.

DEFINITION:

A Chief Election Inspector is the lead poll worker at a polling place, responsible for directing, supervising, and coordinating all election-day activities conducted by election inspectors.

ESSENTIAL FUNCTIONS:

- Supervise polling place operations – Direct all activities of elections.
- Address procedural questions.
- Oversee voting equipment – Ensure proper inspection and certification of voting machines.
- Maintain order and flow – Ensure smooth voter movement and troubleshoot issues.
- Oversee closing procedures and ballot counting.

QUALIFICATIONS:

Education, Experience, Skills:

- Must complete baseline training online or in-person.
- Must be able to read, write, and understand English.
- Must have received election training within the past two years.
- Cannot be a candidate on the ballot in the election served/serving.