

**ASSISTANT SITE COORDINATOR JOB DESCRIPTION**  
**CITY OF MILWAUKEE ELECTION COMMISSION**

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**POSITION SUMMARY:**

Assistant Site Coordinators are responsible for welcoming and assisting voters, answering questions, and providing general customer service.

This is strictly a volunteer position. Assistant Site Coordinators may work the full day from 6:00am to 9:00pm (or until the equipment is taken down) or select a shift, 6:00am to 2:00pm or 1:30pm-9:00pm (or until the equipment is taken down)

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- ⊕ Assist in the completion of the voting site opening procedures which include:
  - Organizing supplies
  - Posting signs
  - Setting up equipment and machines
- ⊕ Greet voters at the entrance of the voting room.
- ⊕ Assist voters in finding their correct polling location.
- ⊕ Direct voters to appropriate areas.
- ⊕ Answer basic questions about the voting procedure.
- ⊕ Direct complex questions and complaints to the Chief Inspector.
- ⊕ Direct traffic efficiently through the entrance and exit of voting room.
- ⊕ Assist Chief Inspector and Site Coordinator to ensure compliance with all policies and procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A. **KNOWLEDGE:** Must have completed 8<sup>th</sup> grade. Must have experience working with diverse group of people in a public environment. Able to read, write, and speak English fluently.
- B. **SKILLS:** Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to lift 30 lbs.

**The ability to fluently read, write, and speak Spanish or Hmong is highly desirable.**

**OTHER:**

- ⊕ Must be a U.S. citizen.
- ⊕ Not currently serving a sentence including probation or parole for a felony conviction and not otherwise disqualified from voting.
- ⊕ Not be a candidate for office in the election.

**TRAINING REQUIREMENT:**

- ⊕ Site Coordinators are required to read provided materials prior to each election and attend a training session.

**THE SELECTION PROCESS:**

- ⊕ Selection will consist of one or more of the following: training and experience evaluation; written, oral, or other performance tests; other assessment methods. Selection process component weights will be determined by further analysis of the job.



<b>OFFICE USE ONLY</b>	DISTRICT: _____	WARD: _____
SSN: _____	Recommended By: _____	

**ASSISTANT SITE COORDINATOR APPLICATION  
CITY OF MILWAUKEE ELECTION COMMISSION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ APT. #: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Are you qualified to vote (check one)?  YES  NO

(Qualifications: U.S. citizen, resident of the City of Milwaukee, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.)

Have you ever been convicted of a felony?  YES  NO

Do you speak a language other than English?  YES  NO

If yes, please list languages: \_\_\_\_\_

Have you had a job that involved greeting people?  YES  NO (If yes, complete the following.)

Name of employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Name of current employer: \_\_\_\_\_

Employer's phone number: \_\_\_\_\_ Length of employment: \_\_\_\_\_

List the duties of your position: \_\_\_\_\_

Are you currently, or have you ever, worked for the City of Milwaukee?  YES  NO

If yes, include your Employee ID: \_\_\_\_\_

Hours available (check one):

6:00 a.m. to 9:00 p.m.  | 6:00 a.m. to 2:00 p.m.  | 1:30 p.m. to 9:00 p.m.

Is there a specific polling site or side of town you prefer to work? \_\_\_\_\_

How did you hear about becoming the Assistant Site Coordinator? \_\_\_\_\_

(Please read the following statement and sign and date on the specified line if in agreement.)

**IN SIGNING, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Return to: Election Commission  
200 East Wells Street, Room 501  
Milwaukee, WI 53202

For more information contact:  
Office: (414) 286-3491  
Fax: (414) 286-8445