

Election Officials facilitate the right to vote and maintain order at the polls on Election Day. They ensure that our elections are open, fair, impartial, and trusted.

Election Officials:

- *Set up the polling place.*
- *Register voters.*
- *Issue ballots.*
- *Record who votes.*
- *Monitor the election equipment.*
- *Count the votes.*
- *Complete Election Day forms.*
- *Tally write-in votes.*
- *Close the polls.*

Madison City Clerk's Office

voting@cityofmadison.com

608-266-4601

210 Martin Luther King Jr Blvd #103
Madison, WI 53703

Hours:

8 a.m. – 4:30 p.m.

www.cityofmadison.com/election

Serving as an Election Official in the City of Madison



Qualifications

To work at the polls, you must:

- Be an eligible voter in the City of Madison (an adult U.S. citizen who has resided in the City of Madison for at least 28 days, and not disqualified from voting).
- Attend training.
- Pay close attention to detail.
- Speak, read, write, and understand English.
- Be capable of performing each task at the polling place.
- Work a full shift.
- Work well with others.
- Perform duties in a non-partisan manner.
- Abide by state and federal election laws.
- Never engage in electioneering at the polling place.
- Treat all voters with respect.
- Treat Election Officials and Clerk's Office employees with respect.
- Be free from the influence of alcohol and/or drugs while at the polls.
- Not be a candidate for any office on the ballot for that election.

Signing Up

Complete the online application at <https://www.cityofmadison.com/election/pollWorkers/pollworker.cfm> or call the Clerk's Office at 266-4601.

Polling Place Assignments

Approximately three weeks before an election, the City Clerk's Office begins calling Election Officials to fill vacancies. You do not need to wait to hear from us; you can call the Clerk's Office at 266-4601 to express your willingness to work.

Shifts

The City of Madison offers three shifts for Election Officials:

- A.M. Shift (6 a.m. to 1:30 p.m.)
- P.M. Shift (1 p.m. to Close)
- Full Day (6 a.m. to Close)

The Clerk's Office may adjust the a.m. and p.m. shift times for November elections.

Compensation

The City of Madison pays its Election Officials an hourly living wage, which is adjusted annually for inflation. The 2012 living wage is \$11.82 an hour. Chief Inspectors are paid an additional 15 percent an hour.

Regularly Scheduled Elections

Spring Primary

Primary held on the third Tuesday in February to nominate non-partisan candidates to be voted for at the Spring Election. *State Statute 5.02(22)*

Spring Election

Election held on the first Tuesday in April to elect judicial, educational, and municipal officers, and non-partisan county officers, and to express preferences for the person to be the presidential candidate for each party in presidential election years. *State Statute 5.02(21)*

Fall Primary

Primary held in even-numbered years on the second Tuesday in August, to nominate candidates to be voted for at the General Election, and to determine which candidates for state offices other than district attorney may participate in the Wisconsin election campaign fund. *State Statute 5.02(18)*

General Election

Election held in even-numbered years on the Tuesday after the first Monday in November to elect United States senators, representatives in congress, presidential electors, state senators, representatives to the assembly, district attorneys, state officers other than the state superintendent and judicial officers, and county officers other than supervisors and county executives. *State Statute 5.02(5)*