



TOWN OF HANOVER
DEPARTMENT OF MUNICIPAL FINANCE
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339
781-826-5000

Finance Department

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments and the Town's Website

FROM: Lincoln Heineman
Finance Director

DATE: June 8, 2018

**TEMPORARY/PART-TIME
ELECTION WORKER/INSPECTORS**

The Town of Hanover is accepting applications for Election Inspectors to work the Election Polls on election day(s). This position is a temporary/part-time appointment of the Town Clerk which will be effective August 1, 2018 – July 31, 2019.

General duties include but are not limited to: Some inspectors are assigned to the check-in area. Voters announce their name and address, and the inspectors check them off on the voting lists. Other inspectors are stationed at the voting area exit for the same purpose. Individual ballot box inspectors assist voters with the secrecy sleeve and observe that the ballot is fed through the Accu-Vote vote tabulator accurately. Some inspectors are assigned as greeters who assist voters with entering and exiting the polling area. All inspectors are responsible for monitoring and tracking ballot counts and balancing precinct totals at the end of the election. As a member of our team, this employee needs to work and communicate well with others to maintain a positive election atmosphere.

The successful candidate must be willing to work 8-14 hours on an Election Day, and will be required to complete the on-line Conflict of Interest Training. There are three known elections this year, September 4, 2018, November 6, 2018 and May 11, 2019. The rate of pay is \$12.60/hour.

The deadline for application is June 22, 2018. Please submit a cover letter and resume or Town employment application to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail to ann.lee@hanover-ma.gov. (Posted 6-8-18)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
