



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

*Finance
Department*

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, and Fire Department

FROM: Janine Smith
Finance Director

DATE: July 16, 2013

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 temporary/part-time appointment of the Town Clerk which will be effective August 1, 2013 thru July 30, 2014.

General duties include but are not limited to: two inspectors of different majority political parties are assigned to the check-in area. Voters announce their address and name, and the inspectors check them off on the voting lists. Two other election workers of different majority political parties shall be stationed at the voting area exit for the same purpose. Ballot box inspectors assist voters with the secrecy sleeve and observe that the ballot is fed through the Accu-Vote vote tabulator accurately. Un-enrolled or third party voters who are inspectors may be assigned as greeters who assist voters with entering and exiting the polling area, and may also serve in any of the previously mentioned roles as long as there is an even number of inspectors from the majority parties in each precinct. As a member of our team this employee needs to work and communicate well with others to maintain a positive atmosphere.

The successful candidate must be willing to work up to 12-14 hours on an Election Day and will be required to complete the on-line State Ethics Training. The rate of pay is \$10.37/hour.

Deadline for application is July 23, 2013. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. (Posted 7-16-13)

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