MUSCOGEE (CREEK) NATION
2019 ELECTION

PRECINCT COMMITTEE POSITION: INSPECTOR

Temporary Position: Precinct Inspector

Stipends: $75.00 for attending mandatory training session, $25.00 for pick up and return of election materials (*each trip*), $175.00 day of election, mileage rate of .58 per mile

Qualifications for Position: MCN registered voter in the Muscogee (Creek) District in which you will serve and display the ability to perform duty requirements in a competent manner. Must not be related to any candidates that appear on the ballot in any of the following forms: self, spouse, daughter or daughter-in-law, son or son-in-law, sister or sister-in-law, brother or brother-in-law, parent or grandparent.

Other: Must agree to a background check (*no felony convictions since the previous Muscogee (Creek) Nation Election*). Must perform duties in a professional and courteous manner. Have basic knowledge of Microsoft Word and Excel. Ability to operate Wifi hotspot devices. Ability to alternate between a standing and seated position on a frequent basis. Ability to lift up to 50 lbs. on an infrequent basis.

Principal Duties: The Inspector shall be the principal administrative officer of the precinct. The Inspector will have general oversight of all voting procedures at the precinct on election day or on days when voting occurs. The Inspector answers directly to the Muscogee (Creek) Nation Election Board.

Other Duties: Include but are not limited to pick up and return of election materials to the Election Office. Transporting election materials to and from the precinct site. Setup voter booths, ballot tabulating device, equipment for ballot printing and electronic poll book. Police and prevent electioneering from happening within 300 feet of the precinct site. Coordinate with the Election Board on any and all issues that may occur during voting hours. Certifying election results for the precinct at the end of election day. Perform any other duties as assigned by the Election Board.