

# Help Wanted

## Armenia Township

### Election Chief Inspector

#### Duties:

3 hours of training to be certified: Baseline Chief Inspector Training  
Plus 6 hours of training every two years

Ballot Counts – order number of ballots for elections

Contact & Schedule poll workers for voting day.

Pickup Poll Lists and Voting machine cartridges from Juneau County in Mauston

Set Up election machine (10 days prior to election day)

Work election 6:45am to close (8-10pm)

Call in election results night of to Terri clerk in Mauston

Day after election deliver election results & ballots to Juneau County in Mauston; also, when school elections need to deliver results paperwork to Necedah & Nekoosa Schools

When required take voting machine to Necedah Town Hall (Susan, Town of Necedah clerk)

Misc paperwork duties as required

**Questions – Ask Penny Wiesner (working election April 7th)**

PLEASE Contact Jennifer Wiersman, Town Clerk 608/565-7491