

Tulsa County Election Board
Precinct Election Official

Inspector Position

Responsibilities

Pick up election supplies, ballots and the suitcase from the Tulsa County Election Board the Monday before an election (you will be notified if the pick up day changes). You can pick your supplies up from 7:00 a.m. to 5:00 p.m. on the Monday before an election.

Check to make sure equipment (voting device, voting booths and signs) has been delivered to the polling place the day before the election. A delivery time is already scheduled by the Election Board.

Be at the polls on election day at 6:30 a.m. and prepare the voting device for voting (with the assistance of the Judge and Clerk) to open the polls. The polls open at 7:00 a.m. and close at 7:00 p.m. Use the Opening the Polls Checklist to open the polls. The Opening the Polls Checklist is found in the Forms Book for Precinct Election Officials which you will receive when you attend the training class for new precinct election officials.

During election day, process voters with the assistance of the Judge and Clerk, and help solve problems. Contact the Election Board should you need assistance in solving a problem. Become familiar with the job responsibilities for the Inspector found in "The Manual for Precinct Election Officials". You will receive this publication when you attend the training class for new precinct election officials.

Close the polls with the assistance of the Judge and Clerk at 7:00 p.m. Use the Closing the Polls Checklist to close the polls. The Closing the Polls Checklist is found in the Forms Book for Precinct Election Officials which you will receive when you attend the training class for new precinct election officials.

Pack your supplies and return election tapes, supplies, ballots, and the suitcase to the Election Board after the polls close on the night of the Election. Use the Packing Supplies Checklist that the Tulsa County Election Board has prepared. You will receive this publication when you attend the training class for new election precinct officials.

To return election supplies, etc. on election night, use the car route through the Alley on the south side of the Election Board building (along Edison Street). Have your supplies on your front or back seat on the passenger side of your vehicle and someone will pick them up. **PLEASE DO NOT PUT YOUR SUPPLIES IN YOUR TRUNK. YOU DO NOT NEED TO GET OUT OF YOUR VEHICLE.**

Precincts with 1,000 voters or less will not receive a Provisional Voting Officer. The Inspector will perform Inspector duties as well as Provisional Voting Officer duties. The pay scale for performing both functions is at the Inspector's rate of \$97.00 plus mileage.