

Election Officials facilitate the right to vote and maintain order at the polls on Election Day. They ensure that our elections are open, fair, impartial, and trusted.

Election Officials:

- Set up the polling place
- Register Voters
- Issue Ballots
- Record who Votes
- Monitor the election equipment
- Count the Votes
- Complete Election Day Forms
- Tally write-in Votes
- Close the Polls

## **MIDDLETON CLERK'S OFFICE**

**7426 Hubbard Avenue  
Middleton, WI 53562  
821-8350**

**Hours:**

**7:45 am-4:30 pm  
Monday-Friday**

### **2011 Elections**

**Spring Primary 2/15/11**

**Spring Election 4/5/11**



**SERVING AS  
AN  
ELECTION  
OFFICIAL IN  
THE  
CITY OF  
MIDDLETON**

# Middleton Election Officials

## Qualifications

To work the polls you must:

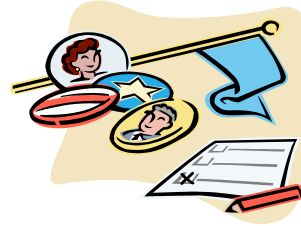
- Be an eligible voter in the City of Middleton (an adult US citizen who has resided in the City of Middleton for at least 10 days, and not disqualified from voting).
- Attend training.
- Pay close attention to detail.
- Speak, read, write, and understand English.
- Be capable of performing each task at the polling place.
- Work well with others.
- Perform duties in a non-partisan manner.
- Abide by state and federal election laws.
- Never engage in electioneering at the polling place.
- Treat all voters with respect.
- Treat Election Officials and Clerk's office employees with respect.
- Be free from the influence of alcohol and/or drugs while at the polls.
- Not be a candidate for any office on the ballot for that election.

## Signing Up

Please call or stop by the Clerk's Office.

## Polling Place Assignments

Approximately three weeks before an election, the City Clerk's Office begins calling election officials to fill vacancies. You do not need to wait to hear from us; you can call the clerk's office to express your willingness to work.



## Shifts

The City of Middleton offers three shifts for Election Officials:

AM Shift (6:30 am—1:30 pm)

PM Shift (1:30 pm—8 pm)

PM CLOSE (6 pm—10 pm)

## Compensation

The City of Middleton pays its Election Officials an hourly wage.

Training Pay      \$8.00 per hour

Election Pay      \$10.00 per hour

## Regularly Scheduled Elections

### Spring Primary

Primary held on the third Tuesday in February to nominate non-partisan candidates to be voted for at the Spring Election, and to express preferences for the person to be the presidential candidate for each party in the presidential election years. *State Statute 5.02(22)*.

### Spring Election

Election held on the first Tuesday in April to elect judicial, educational, and municipal officers, and non-partisan county officers. *State Statute 5.02(21)*.

### September Primary

Primary held on the second Tuesday in September of even-numbered years to nominate candidates to be voted for at the General Election, and to determine which candidates for state offices other than district attorney may participate in the WI election campaign fund *State Statute 5.02(18)*.

### General Election

Election held in even-numbered years on the Tuesday after the first Monday in November to elect US senators, representatives in congress, presidential electors, state senators, representatives to the assembly, district attorneys, state officers other than the state superintendent and judicial officers, and county officers other than supervisors and county executives. *State Statute 5.02(5)*.