



## 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 Statue 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 Statue 5.02(21)*.

### August Primary

Primary held on the second Tuesday in August 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 Statue 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 Statue 5.02(5)*.

# MIDDLETON CLERK'S OFFICE

7426 Hubbard Avenue  
Middleton, WI 53562

821-8350

Hours:

7:45 am-4:30 pm

Monday-Friday

[lburns@ci.middleton.wi.us](mailto:lburns@ci.middleton.wi.us)



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 Dane County.
- 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.

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

## Signing Up

Please e-mail the Clerk's Office or apply online at [www.cityofmiddleton.us](http://www.cityofmiddleton.us)

## 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 two shifts for Election Officials (or you can work all day).

AM Shift (6:30 am—1:30 pm)

PM Shift (1:30 pm—Close)

## Compensation

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

Training Pay	\$8.00 per hour
Election Pay	\$11.00 per hour
Chief Inspector Pay	\$12.50 per hour

## Frequently Asked Questions

- **Where are the Polling Places?** *St. Bernard's Church, St. Luke's Church, School District Service Center, Middleton Police/Courthouse*
- **What jobs are available?** *Poll Books, voter registration, absentee ballot processing, greeting, handing out ballots, number giver.*
- **Can I pick what job I do?** *Yes, the clerk will email asking you if you can work and your job choices.*
- **What are the work shifts?**
  - AM Shift (6:30 am—1:30 pm)
  - PM Shift (1:30 pm—Close)
- **Do I bring my own lunch?** *Yes, except the November election it is provided.*
- **Do you provide food for dinner?** *Yes, and snacks are also provided.*
- **What is the pay to work the polls?** *\$11 per hour. \$8 per hour for training. \$12.50 for Chief Inspectors.*
- **What is the pay if I help at City Hall for early voting?** *\$11 per hour.*
- **How do I keep track of my hours?** *Timesheets are at each polling location, simply record your time in and out. For trainings we use a sign-in sheet.*
- **Who is in charge at each polling place and what are their duties?** *Chief Inspectors, oversee each polling place and have knowledge all Election procedures.*