

Commissioners

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Polling Place Investigator II

Position Summary

Join the Chicago Board of Elections as a **Polling Place Investigator II!** This full-time non-exempt role works to find buildings to serve as polling locations to ensure and improve the accessibility for all City of Chicago citizens, in compliance with the American with Disabilities Act (ADA). The individual will work under the overall direction of the Pre-Election Voting & Logistics management team.

Salary Range: \$41,628

Essential Duties/Responsibilities:

- Locate buildings within the city of Chicago to serve as polling places or early voting locations.
- Conduct physical accessibility surveys of existing or new polling place, and early voting locations using the appropriate tools.
- Evaluate polling place and early voting locations for ADA ompatability and document by photographing, sketching and labelling appropriately.
- Ensure sites comply with ADA regulations.
- Draft layouts of polling areas, building rooms, walkways and parking areas.
- Test for cellular network connectivity at polling locations.
- Conduct street by street surveys, by driving or walking precincts to identify potential polling place locations and buildings. Complete forms documenting information gathered at locations.
- Meeting with proprietors, local public officials and organizations to discuss the use of their location as a potential polling place or early voting site
- Prepare basic reports and maintain office files. Gather , organize, file and distribute mail and other work records including information sheets, polling place surveys, agreements.
- Attend all recommended and required trainings, including surveyor training.
- In real time, assist with troubleshooting ADA and other polling location concerns.
- Other duties as assigned.

Qualifications:

- Highschool diploma or equivalent
- Ability to lift up to 35 pounds.
- Knowledge of ADA (American with Disabilities Act) policies preferred.
- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Strong organizational skills, including effective time management
- Proficient with Microsoft Office Suite or related software.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

Applications for this position will be received via email and must include a résumé and cover letter. E-mail **HR@chicagoelections.gov** and include in the subject line: **Polling Place Inv II, PEVL/Your Name.**

Equal Opportunity Employer