

Town of Lake Holcombe – Position Opening 2.24.2026

Chief Inspector (Election Official)

The Town of Lake Holcombe is accepting applications for the position of Chief Inspector for upcoming elections.

Position Overview:

The Chief Inspector is the lead election official at the polling place. This position ensures that all election laws and procedures are followed, oversees poll workers, and manages all aspects of Election Day operations from setup through closing and reconciliation.

Key Requirements

- Must reside in the Town of Lake Holcombe
- Must be a qualified elector
- Must complete the Baseline Chief Inspector Training (2-hour CIT)
- Must be appointed by both the Clerk and the Town Board
- Must be available for all Election Day hours, including setup before polls open and closing procedures after polls close

Primary Duties

- Oversee and direct all poll workers throughout Election Day
- Ensure proper setup, operation, and closing of the polling place
- Maintain order, accuracy, and compliance with Wisconsin election laws
- Assist voters and resolve procedural questions in coordination with the Clerk
- Complete all required forms, ballot reconciliation, and end-of-night reporting

Compensation is set by the Town Board.

How to Apply

Interested residents should submit a brief letter of interest including name, address, and contact information to:

Town of Lake Holcombe – Clerk
clerk@townoflakeholcombe.com

Applications will be accepted until the position is filled.