

State of Wisconsin\Government Accountability Board

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JUDGE TIMOTHY VOCKE
Chair

KEVIN J. KENNEDY
Director and General Counsel

DATE: July 31, 2013

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Training Officer

SUBJECT: Election Administration/SVRS Training Survey

As we prepare for the 2014 elections, and in an effort to maximize our resources and better serve our clerk-partners, we are surveying county and municipal clerks to determine your needs for election administration and Statewide Voter Registration System training later this year and in early 2014.

Election administration training consists of Municipal Clerk Core training and Baseline Chief Inspectors training for new municipal clerks and new chief inspectors, respectively. Clerks or chief inspectors that lost their certification at the end of their respective terms also need to retake the basic certification class. Both types of training classes will be conducted using a combination of certified clerk-trainers composed of experienced county and municipal clerks and online live webinars conducted by Board staff for instruction.

SVRS training consists of the two-day beginning training series to gain full access to the system. Clerks new to SVRS will be given scheduling and seating priority. Absentee Process and Reports, Labels and Mailings training are elective SVRS classes for clerks who are taking or have taken the beginning training series.

In addition, due to the positive feedback we received from our clerk-partners and other local election officials, we are developing the second year of our Election Administration Training webinar series, scheduled to begin in early September. We are asking for your input about topics you would like us to cover to help you and your election inspectors perform your job duties effectively and confidently.

Please complete and submit the following survey by August 16, 2013. Thank you for your continued cooperation. If you need assistance, please contact Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

[Take the Election Administration/SVRS Training survey!](#)