

ELECTION JUDGE JOB DESCRIPTION

Position Title: Election/Precinct Judge

Duties: Open and close the polls, register and sign in voters, distribute and collect ballots, operate voting equipment, record and certify the vote totals.

Statutory Requirements: Eligible to vote in Minnesota; able to read, write and speak English; appointed by the City Council; trained and currently certified as an election judge; cannot be a candidate in that election; cannot be the spouse, parent, child, step child, sibling or step sibling of any election judge serving the same shift in the same precinct, or of any candidate at that election; must declare party affiliation, if any.

Desirable Qualifications: Able to communicate clearly with voters; comfortable working with and serving a diverse population; physical and emotional stamina; attention to detail; simple math skills.

Placement Criteria: Quality of written application, continued placement dependent on performance. Preference given to candidates who are 1) able to work the entire election day and 2) willing to work in any precinct.

Training Hours Required: 2 Regular.

Supervised By: Head Election Judge.

Position Title: Head Judge

Duties: Act as supervisor of polling place. Evaluates election judge and precinct support judge performance. Performs all other election judge duties.

Statutory Requirements: Eligible to vote in Minnesota; able to read, write and speak English; appointed by the City Council, trained and currently certified as an election judge; cannot be a candidate in that election; cannot be the spouse, parent, child, step child, sibling or step sibling of any election judge serving the same shift in the same precinct, or of any candidate at that election; must declare party affiliation, if any.

Desirable Qualifications: Ability to supervise and direct activities of others in the polling place; ability to interpret rules and procedures and apply in practical situations; experience operating computerized equipment; ability to maintain composure and focus in stressful situations; ability to resolve problems and conflicts.

Placement Criteria: Experience, leadership ability, continued placement dependent upon performance. Preference given to candidates who are 1) able to work the entire election day and 2) willing to work in any precinct.

Training Hours Required: 2 Regular ; 1 Head

Other Training: Post Primary Head Judge Training

Supervised By: Election Administrator.