

Election Judge Job Descriptions

Head Judge

Duties:	Act as supervisor of polling place. Evaluate Election Judge and Precinct Support performances. Perform 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 the 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 able to work the entire election day.
Training Hours Required:	2-4 Hours
Other Training:	Post-Primary Debrief (tentative)
Supervised By:	Elections Coordinator

Assistant Head Judge

Duties:	Act as supervisor of polling place in the absence of the Head Judge. 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 the 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 able to work the entire election day.
Training Hours Required:	2-4 Hours
Other Training:	Post-Primary Debrief (tentative)
Supervised By:	Head Election Judge

Technology Judge

Duties:	Assists Head Judge with setup and/or troubleshooting of registration and voting equipment. 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 the election; must declare part affiliation, if any.
Desirable Qualifications:	Experience operating computerized equipment; Ability to maintain composure and focus in stressful situations; Ability to resolve problems and conflicts.
Placement Criteria:	Experience, familiarity/comfort with voting technology, continued placement dependent upon performance. Preference given to candidates who are able to work the entire election day.
Training Hours Required:	2-4 Hours
Other Training:	Preliminary Equipment Testing (strongly encouraged)
Supervised By:	Head Election Judge

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 the 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:	Preference given to candidates who are able to work the entire election day. Continued placement dependent upon performance.
Training Hours Required:	2 Hours
Supervised By:	Head Election Judge

Student/Trainee Election Judge

Duties:	Perform all duties of election judge with the exception of duties requiring political party affiliation.
Statutory Requirements:	16 and older; U.S. citizens; enrolled in a high school in Minnesota or in a homeschool in compliance with sections 120A.22 and 120A.24; approval of their parent and principal; student in good standing; serve without party affiliation; cannot serve past 10 p.m.
Training Hours Required:	2 Hours
Supervised By:	Head Election Judge