

Election Judge Job Descriptions

Head Judge

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| 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

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| 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

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| 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 party 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

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| 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

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| 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 |

Absentee Ballot/Ballot Board Election Judge

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| Duties: | Issuing, accepting, rejecting, and processing absentee ballots, including the registration and sign-in of voters, operation of voting equipment, and recording/certification of 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: | 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 two-week period. |
| Training Hours Required: | 2-4 Hours |
| Supervised By: | Elections Coordinator |