

2014 Election Judge Job Descriptions

Position Title: **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 part 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: 2-3 Hours
Other Training: Post Primary Head Judge Training (tentative)
Supervised By: Election Administrator

Position Title: **ASSISTANT HEAD JUDGE**

Duties: Act as supervisor of polling place in the absence of the Head. Performs all other election judge duties

Statutory Requirements: 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.

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: 2-3 Hours
Other Training: Post Primary Head Judge Training (tentative)
Supervised By: Head Election Judge

Position Title: **ELECTION/PRECINCT JUDGE**

Duties: 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: Able to communicate clearly with voters; Comfortable working with and serving a diverse population; Physical and emotional stamina; Attention to detail; Simple math skills.

Training Hours Required: 2 Hours
Supervised By: Head Election Judge

Position Title: **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; must complete the two-hour election judge training course; serve without party affiliation; cannot serve past 10 p.m.

Training Hours Required: 2 Hours
Supervised By: Head Election Judge