

Certification Requirements: All certifications to serve as an election judge run for a two year cycle. Certification starts when you complete the training and ends on August 1st of the following even year.

Everyone is required to be trained in 2020.

Time Off From Work:

204B.195 Time off from work to serve as election judge.

An individual who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. An employer may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

2020 Equipment:

- **Poll Pads** - Electronic Roster
- **DS200** - Vote tabulator
- **AutoMark** - Assistive Voting Equipment, ballot marking device

Election Judge Duties:

- Complete two hour online training
- Administer election procedures according to training, referencing duty specific folders to refresh
- Open and/or close the polls
- Check-in registered voters
- Register new voters
- Responsible for election materials and documents
- Distribute ballots
- Help voters requiring assistance
- Set up/take down election equipment
- Compile the summary statements of the election results
- Certify the precinct election results
- Wear identification (first name only) on the day of the election (name tags provided)
- Take direction from the Head and Co-Head Judge

Election Judge Expectations:

- Provide excellent customer service and accurate information
- Communicate clearly with voters
- Maintain neutrality and impartiality in the polling place
- Enjoy assisting and serving diverse populations
- Flexibility to mentally and physically perform each task in the polling location
- Ability to sit or stand for long periods of time
- Handle stressful situations calmly and professionally
- Demonstrate accurate record keeping skills and ability to reconcile data
- Read, write, and speak English
- Work with and respect other election judges

Roles at the Polling Place:

Head Judge manages the polling place, assigns judges to specific tasks, resolves issues, completes forms, and returns materials on election night.

Co-Head Judge assists the Head Judge in managing the polling place.

Election Judge assists with general polling place duties as assigned by the Head Judge, including setup and closing. Judges may be assigned the following roles:

Greeter Judge greets voters, reviews greeter's list to determine if they are registered, verifies non-registered voters are in correct precinct, directs voters to correct table.

Poll Pad Judge signs in registered and non-registered voters and issues voter receipts.

Ballot & Demonstration Judge manages ballot inventory and hands out ballots to voters.

Equipment Judge monitors DS200 and AutoMark to address errors and ensures the equipment is operational.

Election Judges CANNOT:

- Work in the same precinct at the same time with a spouse or family member or if you are a candidate or relative of a candidate who appears on the ballot for this election.
- Bring a TV, radio, laptop, tablet, kindle, I-pad, newspaper, or craft project into the polling location.
- Discuss a candidate(s), question(s) or voter(s).

Timesheets:

- Complete the total hours you **work on Election Day** and sign the timesheet in order to be paid.
- Your training hours will be paid in the same check for the first election you work.
- You will receive your check in the mail and be provided a W2 at the end of the year.

Miscellaneous information:

- Working the entire day is long and strenuous, wear comfortable clothing.
- Beverages of your choice and snacks are your responsibility and should be brought with you for the entire day.
- Washington County will provide a lunch and/or dinner depending on the hours that you are working.
 - You may elect to bring your own food but you **will not** be reimbursed for expenses.
- Election hours are from 7:00 a.m. – 8:00 p.m. Typically judges arrive at 6:00 a.m. for set up and take several hours to close the polls.

Any questions please contact: electionjudges@co.washington.mn.us OR (651) 430 - 6790