



# ELECTION JUDGE APPLICATION

## PERSONAL INFORMATION (PRINT CLEARLY)

Name		
Address		
City	State	Zip
Home Phone (include area code)	Cell Phone (include area code)	Work Phone (include area code)
Email Address (Election Judges must have an active email address. Communication between Election Coordinators-Election Judges is done electronically)		
Emergency Contact (who may we contact in the case of a personal emergency? Include contact information.)		

## AVAILABILITY INFORMATION

### I will work as an election judge for (Check all that apply)

- Presidential Nomination Primary - March 5, 2024
- Primary Election - August 13, 2024
- General Election - November 5, 2024
- All Elections for 2024

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## PRESIDENTIAL NOMINATION PRIMARY (March 5, 2024)

- 6 a.m. - Close (ALL DAY)
- 6 a.m. - 2 p.m.
- 2 p.m. - Close
- I will work any shift

**Please choose the shift that works best for you.**

**PRIMARY ELECTION: Preferred shift (August 13, 2024)**

- 6 a.m. - Close (ALL DAY)
- 6 a.m. - 2 p.m.
- 2 p.m. - Close
- I will work any shift

**Please choose the shift that works best for you.**

**GENERAL ELECTION: Preferred shift (November 5, 2024)**

- 6 a.m. - Close (ALL DAY)
- 6 a.m. - 2 p.m.
- 2 p.m. - Close
- I will work any shift

**Please choose the shift that works best for you.**

I am interested in being  Election Judge  Head Judge  Backup Head Judge  Student Judge (ages 16 - 18)

Do you have a relative also applying to be an Election Judge in Orrock Township?  Yes  No

If yes, state their name & relationship \_\_\_\_\_

Print your first name as you would like it to appear on your namebadge \_\_\_\_\_

**PARTY AFFILIATION**

Party Affiliation - There are now three Major Political Parties (Choose One):

- DFL (Democratic-Farmers-Labor)  R (Republican)  LMN (Legalize Marijuana Now)
- NPV (Non-Partisan Voter)  OTHER \_\_\_\_\_  
(please indicate)

Please indicate if you signed up to be an election judge through your party.

*\*\*\*\*\*By choosing "Non-Partisan Voter" or "OTHER", your election judge duties will be limited\*\*\*\*\**

*\*Due to requirements of Party balances at precincts, first priority is given to applicants that choose a Party Affiliation.*

**VETERAN'S STATUS**

*This information is to determine your status as a Veteran under the Veteran's Preference Statutes, Minn. Stat. § 43a.11*

Have you received an Honorable Discharge or Separation after serving more than 180 consecutive days in the military services for the purposes other than training?

- Yes, I am a Veteran
- No, I am not a Veteran

**COMPENSATION**

**THE POSITION OF ELECTION JUDGE IS A PAID POSITION. OR YOU MAY OPT TO VOLUNTEER YOUR TIME**

The Township pays election judges \$18.00/hour for attending training sessions and performing Election Day duties. Head judges are paid \$19.00/hour for Election Day duties.

- I wish to be compensated for my time.
- I will be volunteering my time.

## ELECTION JUDGES MUST MEET STATE & TOWN REQUIREMENTS

- ✓ Must be a United States Citizen.
- ✓ Must be an eligible voter in the State of Minnesota
- ✓ Must be able to read, write and speak English.
- ✓ Must not be the spouse, domestic partner, or related to election judge serving in the same precinct.
- ✓ Must not be the spouse, domestic partner, or related to any candidate, running in that election.
- ✓ Must not be domiciled, either permanently or temporarily, with any candidate on the ballot at that election.
- ✓ Must not be a candidate at that election.
- ✓ Comfortable and proficient in the use of an iPad or Tablet.
- ✓ Communicate clearly with voters.
- ✓ Be available to work long hours (up to 16 hours) *Special accommodations may be arranged with Election Coordinator/Head Judge for lesser hours if/when possible. (Special accommodations for Student Election Judge Trainees)*
- ✓ Handle stressful situations calmly and professionally.
- ✓ Demonstrate attention to detail.
- ✓ Work as a team member and accept direction from Head Judge.
- ✓ Physically and mentally able to carry out the required duties.
- ✓ Able to read small print.
- ✓ Able to sit and/or stand for extended periods of time.
- ✓ Able to lift 45 pounds.
- ✓ Willing to assist with pre-election and post-election tasks. ie. transport election equipment and paperwork, public accuracy testing, post-election hand count, etc.

\_\_\_\_\_ I understand and meet these requirements (initial on the line)

## HEAD JUDGES MUST MEET ADDITIONAL TOWN REQUIREMENTS

- ✓ MUST be able to perform pre-election and post-election tasks.
  - Perform Public Accuracy Testing of equipment.
  - Transport election equipment, paperwork, and ballots to polling location, as directed.
  - Set up and tear down polling location.
  - Transport election equipment, paperwork, and ballots to appropriate location after elections, as directed.
  - Post-election hand count if necessary.
  - Other duties as directed.

\_\_\_\_\_ I understand and meet these requirements (initial on the line).

## STUDENT ELECTION JUDGE TRAINEES

High school students ages 16 and older may be excused from school to serve as trainee election judges. The students must be a U.S. citizen, a resident of Sherburne County where the election is held, enrolled in a high school in Minnesota, have permission from their parents and school, and be in good academic standing. They must complete a 2-hour election judge training course. They serve without party affiliation, cannot serve past 10 pm, must be paid at least 2/3 of the minimum wage, and may not total more than 1/3 of the election judges in a precinct. Student judges may perform all the usual duties in the polling place except they cannot perform those duties that require teams of judges from different political parties.

**Tennessee Warning:** Under the Minnesota Government Data Practices Act, your name, address, telephone number, party affiliation and email information are private data. You may choose not to provide some or all this private data, but it may limit your ability to participate as an election judge. For example, your contact information is needed to provide information to you such as precinct assignment, training schedules, cancellation information, etc. By completing this information, you are consenting to allow information to be shared with payroll and election staff in order to administer this activity. Your social security number will be released to the Social Security Administration and Internal Revenue Service for payroll and tax purposes. This consent expires upon completion of this activity.

I waive my right to claim and hereby agree to hold harmless the Town of Orrock and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

*\*Individuals serving as an election judge may be absent, without penalty, from their employment if they notify their employer in writing at least 20 days prior to each election. Minn. Stat. §204B.195*

**Please read the following carefully and sign this application if you agree to the following:**

To ensure fair and honest election results, if selected to serve as an election judge, I will adhere to the following:

- I will arrive at my assigned polling place at the assigned time and remain until my assigned time or excused by the Head Judge.
- I agree to be courteous, respectful and to assist all voters regardless of national origin, physical challenge or efficiency in the English language.
- I agree to read and study the Election Judge Guide and any additional information provided by the Town Clerk's Office. I will complete all Election Judge Training so that I am prepared to fulfill my assigned responsibilities to conduct the election according to federal, state and local election laws and policies.
- I understand that we are responsible for the security of election equipment and supplies and I will handle and monitor all such equipment and supplies exactly as instructed.
- I agree to complete all documentation required by federal, state and local election laws for my assigned position's responsibilities as accurately and completely as possible.
- I agree to report immediately to the Head Judge any malfunction or possible tampering of voting equipment, unusual or suspicious behavior occurring in the polling room or any other event or occurrence that may threaten the accurate gathering or sanctity of the vote.
- I will refrain from making personal and political opinion comments while serving as an election judge.
- I certify that all information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested data may disqualify me from further consideration as an election judge or result in dismissal, if discovered at a later date.
- I authorize the Town of Orrock to verify the information I have provided in this application.
- I affirm that I am 18 years of age or older. (Student Election Judge Trainee 16-18 years of age)
- I am a United States Citizen.
- I am able to read, write, and speak English.
- I have not had my civil rights denied due to conviction of a felony.
- I have read and understand the Tennessee Warning above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail or Deliver Application to:  
Orrock Township  
Attention: Town Clerk  
26401 180<sup>th</sup> Street NW  
Big Lake, MN 55309

Application can also be scanned and emailed to: [clerk@orrocktownship.com](mailto:clerk@orrocktownship.com)  
Questions can be directed to the Town Clerk's Office at the email listed above or by phone at  
763-263-6411 or 612-987-2223

## Election Judge Job Descriptions

### ELECTION/PRECINCT JUDGE

Duties:	Assist with pre-election and post-election tasks as requested, open and close polls, register voters, sign in voters, distribute ballots, operate voting equipment, record and certify vote totals. Uphold the current election laws to the best of your ability.
Statutory Requirements:	Eligible to vote in Minnesota; able to read, write and speak English; appointed by the town board, 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. Experience using computerized equipment.
Placement Criteria:	Experience, leadership ability, continued placement dependent upon performance. Preference given to applicants who are: 1) able to work the entire election day. 2) able to work and perform public accuracy testing of election equipment. 3) able to perform post-election audit – if necessary. 4) able to return equipment and election materials to town hall. 5) able to return election equipment to secure storage location. 6) able to return election materials to County Auditor's office. 7) willing to work in any precinct.
Training Hours Required:	2-4 Hours
Supervised By:	Head Election Judge

### HEAD JUDGE

Duties:	Uphold the current election laws to the best of your ability. Act as supervisor of polling place. Evaluate Election Judge and Precinct Support performances. Oversee the polling place; assign judges to specific tasks and give others direction as needed. Ensure supplies are ready before opening; Oversee polling place setup; Administer the election judge oath; Conduct emergency judge training for replacement judges; Resolve questions and problems during Election Day; Complete election returns and other forms; Close the polling place. Ensure equipment and ballots are secured by two election judges by two different major political parties when collecting and returning them, return election equipment and materials as directed by Town Clerk – this may include transporting of election materials to Sherburne County the day after elections; Perform all other election judge duties. Related statues and rules: M.S. 204B.20; M.R. 8240.1750. You may also be required to pick up the precinct supplies before the election.
Statutory Requirements:	Eligible to vote in Minnesota; able to read, write and speak English; appointed by the town board, 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: 1) able to work the entire election day. 2) able to work and perform public accuracy testing of election equipment. 3) able to perform post-election audit – if necessary. 4) able to return equipment and election materials to town hall. 5) able to return election equipment to secure storage location. 6) able to return election materials to County Auditor's office. 7) willing to work in any precinct.

Training Hours Required:

3-5 Hours

Supervised By:

Town Clerk and County Election Administrator(s)