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 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 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

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**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

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**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 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.

**Training Hours Required:**
2 Hours

**Supervised By:**
Head Election Judge

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**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