



2015 First Avenue, Anoka, MN 55303
Phone: (763) 576-2700 Website: www.anokaminnesota.com

JOB DESCRIPTION

Position Title:	ASSISTANT HEAD ELECTION JUDGE
Duties:	Assistant Head Judges are typically experienced judges who have been recommended for the role and trained through an additional training. Assistant Head Judges are typically responsible for registering voters at the polling place, but may assist Election Judges if directed by the Head Judge. There is a specific law-mandated documentation required for voters who are registering to vote on Election Day; therefore, it is essential that the Assistant Head Judge is well-trained for their role assisting voters in this process. Assistant Head Judges work closely with the Head Judge to ensure accuracy in ballots issued and ballots counted throughout the day.
Statutory Requirements:	Eligible to vote in Minnesota: <ul style="list-style-type: none">➤ A U.S. Citizen.➤ At least 18 years old.➤ A resident of Minnesota for 20 days.➤ Finished with all parts of any felony sentence.➤ Not under guardianship status in which a judge has specifically revoked your right to vote.➤ Must be able to read, write and speak English.➤ Appointed by the City Council.➤ Trained and currently certified as an election judge (training provided by the City/County).➤ 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 that election.➤ Must declare a party affiliation, or state that you are unaffiliated with a party.
Additional Requirements:	Able to communicate clearly with voters; comfortable with and serving a diverse population; physical and emotional stamina; attention to detail; simple math skills. Ability to communicate with City Administration and Head Election Judges via electronic communication, i.e. cell phone and email.
Placement Criteria:	Quality of written application, continued placement dependent upon performance. Preference given to individuals who are (1) able to work the entire election day and (2) willing to work in any City of Anoka precinct.
Training Hours Required:	2 to 4 hours depending on election cycle. All training is done online. However; there may be some special in-person training for new judges if the necessity arises. Training is paid.
Supervised by:	Head Election Judge
Compensation:	\$11.50 per hour