



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

JOB DESCRIPTION

Position Title: HEAD ELECTION JUDGE

Duties: Head judges, as the managers of the polling place, are expected to perform many different tasks prior to and on Election Day. Head judges may support any role on Election Day as needed, but they are foremost understood as leaders in the polling place.

Head Judges are expected to communicate with their precinct Election Judges prior to Election Day to confirm their starting time (typically 6:00 am) on Election Day, discuss breaks, meals, and roles/responsibilities on Election Day. Head Judges are expected to communicate with City Administration immediately if an Election Judge is unable to serve as an Election Judge.

Head Election Judges are responsible for ensuring that the proper party-balance of Election Judges is present at all times within the polling location and that duties that require a two-party balance to perform is being met.

Every polling place is different; therefore, Head Judges are given the responsibility of managing a given polling place on an individual basis. Some Head Judges will require that Election Judges rotate roles throughout the day, while others will station judges at one position for most of the day. It is up to the Head Judge on whether or not they want to rotate judges. We do ask that the only judges who process Election Day Registrations must have gone through the appropriate training.

Head Judges are responsible for overseeing the Election process at their precinct. Head Judges are typically experienced judges who have been recommended for the role and trained through additional training. There is a specific law-mandated documentation required for voters who are registering to vote on Election Day; therefore, it is essential that the Head Judge is well-trained for their role assisting voters in this process. Head Judges work closely with their Assistant Head Judge to ensure accuracy in ballots issued and ballots counted throughout the day.

You will administer the Election Day Ballot Counting Machine, print and complete necessary Election Day Reports.

You will return to City Hall after all polling activities have been completed and go through a formal Election night check-in process with another judge of a different party affiliation from your precinct.

Head Judges must choose a party affiliation.

Statutory Requirements:	<p>Eligible to vote in Minnesota:</p> <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, Election Assistant and 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:	City Administration/Elections
Compensation:	\$12.00 per hour