



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

JOB DESCRIPTION

Position Title: ELECTIONS ASSISTANT

Duties: As the Election Assistant, you will work closely City of Anoka Administration Department/Elections Office. You will help train Election Judges, assist in planning the layout of polling locations by working with the specific Head Judge for the polling location(s).

As an Election Assistant you will be required to help conduct the Preliminary Testing of Election Equipment and assist on an as needed basis with early voting. As an Election Assistant you will be required to assist with pre-election preparation and work from 9:30 am – 3:00 p.m. on the Saturday before the Preliminary Election (in August) and General Election (in November).

As an Election Assistant you will also serve as a Head Election judge in a particular precinct and will be responsible for the duties of a Head Election Judge (please see Head Election Judge job description for responsibilities of a Head Election Judge).

As an Election Assistant you will need to claim a party affiliation.

Statutory Requirements: Eligible to vote in Minnesota:

- 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.

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 Department

Compensation: \$13.50 per hour