

PERSONAL INFORMATION <i>(print clearly)</i>		
First and Last Name	Preferred Name	
Street Address <i>(include apt or condo #, if applicable)</i>		
City	State MN	Zip Code
Email <i>(an email address is required in order to serve)</i>		
Home Phone:		
Cell:	<input type="checkbox"/> Yes, I am able to receive text messages at this cell number.	
Work:	Hours:	
Party affiliation: Minnesota law requires that certain election duties be performed by two judges of different political parties. Statute also requires that no more than half of the election judges assigned in a precinct may be members of the same political party. Minnesota law defines member as an individual who supports the general principles of that party's constitution, voted for the majority of that party's candidates in the last general election, or intends to vote for a majority of that party's candidates in the next election. Upon application, election judge applicants are required to declare party affiliation <i>(student judges leave blank)</i> : <input type="checkbox"/> DFL <input type="checkbox"/> Republican <input type="checkbox"/> Legal Marijuana Now <input type="checkbox"/> Not affiliated <input type="checkbox"/> Other: _____		
PREFERRED POSITION/EXPERIENCE – select all that apply		
<input type="checkbox"/> I am interested in serving as a regular election judge (ages 18+) (\$13/hour).		
<input type="checkbox"/> I am interested in serving as a head election judge (\$16/hour). <ul style="list-style-type: none">• Requires previous election judge experience.• Must work both elections, all day shifts.		
<input type="checkbox"/> I am interested in serving as an assistant head election judge (\$16/hour). <ul style="list-style-type: none">• Requires previous election judge experience.• Must work both elections, all day shifts.		
<input type="checkbox"/> I am interested in serving as a student trainee election judge (ages 16 or 17) (\$13/hour).		
<input type="checkbox"/> I have previously served as an election judge. City: _____ Number of elections: _____		
Positions held: <input type="checkbox"/> student trainee election judge <input type="checkbox"/> election judge <input type="checkbox"/> assistant head judge <input type="checkbox"/> head judge		
<input type="checkbox"/> I am interested in volunteering to serve as an election judge without pay (optional). <ul style="list-style-type: none">• Below are the deadlines for election judges to notify the city if they wish to volunteer:<ul style="list-style-type: none">○ Feb. 24 (at least 10 days prior to the presidential nomination primary)○ Aug. 3 (at least 10 days prior to the primary election)○ Oct. 26 (at least 10 days prior to the general election)		

- ☐ I require an employer certificate (states your working hours and pay on election day, if needed for your employer).
- Below are the deadlines for election judges to provide written notice to employers with certification:
 - Feb. 14 (at least 20 days prior to the presidential nomination primary election)
 - July 24 (at least 20 days prior to the primary election)
 - Oct. 16 (at least 20 days prior to the general election)

AVAILABILITY – select all that apply

- ☐ 2024 Presidential Nomination Primary (March 5)
☐ 2024 Primary Election (Aug. 13)
☐ 2024 General Election (Nov. 5)
- ☐ All-Day Shift (approx. 16 hours) ☐ Morning (6 a.m. - 2:15 p.m.) ☐ Evening (2 p.m. - approx. 9 p.m.)

If more than one shift selected, indicate preference order: _____

If you have a precinct preference to serve: _____

TRAINING

All election judges are required to complete a minimum two-hour online basic election judge training. In addition to the online basic election judge training, head and assistant head judges will receive a minimum one-hour supplemental head judge training.

QUALIFICATIONS AND GENERAL RESPONSIBILITIES

Minnesota required qualifications of an election judge:

- ☐ Must be a U.S. citizen who is eligible to vote in Minnesota.
- ☐ Must be able to read, write and speak English.
- ☐ Must not be a candidate in the election.
- ☐ Cannot reside (either temporarily or permanently) with any candidate on the ballot in the election.
- ☐ Cannot be the spouse, parent, stepparent, child, stepchild, sibling, or stepsibling of any election judge serving in the same precinct at the same time, or of any candidate on the ballot in the election.
- ☐ Must attend mandatory election judge training.

General responsibilities may include, but are not limited to:

- ☐ Arrive to the polling place at your designated time.
- ☐ Set up the polling place.
- ☐ Assist voters with signing in or registering to vote.
- ☐ Ensure that qualified voters are permitted to vote.
- ☐ Demonstrate how to vote.
- ☐ Distribute ballots to voters.
- ☐ Operate voting equipment.
- ☐ Close down the polling place.
- ☐ Determine results after polls close.

Time off from employment to serve

If you are appointed to serve as an election judge, state law allows you to be absent from work without penalty if you have given your employer at least 20 days' notice. The written request must be accompanied by a certification letter from the city clerk that details your hourly rate of pay and the hours you will serve. Your employer may reduce your pay by the amount that you are paid by the city. If your employer requires you to provide a certification letter from the city, please check the "I require an employer certificate..." box above.

Time off from school to serve for the General Election on Nov. 5, 2024

Students ages 16 or 17 who are U.S. citizens in good academic standing at a Minnesota high school (or home schooled) and who reside in Hennepin County or an adjacent county are eligible to be appointed as a student trainee election judge without party affiliation. Such a student may be excused from school during the hours that the student is serving as a student trainee election judge if the student submits a written request that is signed by the student's parent or guardian to be absent from school, along with a certificate from the city clerk stating the hours during which the student will serve as a student trainee election judge, to the principal of the school at least 10 days prior to the election. Students cannot serve past 10 p.m.

SKILLS/EXPERIENCE

Election judges perform many different tasks in the polling place, which require a diverse set of skills.

Please check all that apply:

- ☐ I possess excellent customer service skills and a positive attitude.
- ☐ I am detail-oriented.
- ☐ I am willing to work as a team member and can easily follow directions to perform tasks.
- ☐ I am able to communicate clearly with voters and team members.
- ☐ I have physical, mental and emotional stamina.
- ☐ I can handle stressful situations calmly and in a professional manner.
- ☐ I have the aptitude to be impartial and fair.
- ☐ I am comfortable and patient working with and serving diverse populations.
- ☐ I have experience assisting persons with disabilities or special needs.
- ☐ I possess basic math/accounting skills.
- ☐ I am comfortable using technology (computer, tablet, cellphone, etc.).
- ☐ I have experience supervising staff and overseeing the work of others.
- ☐ I have experience recognizing, troubleshooting and documenting problems.
- ☐ I can lift/carry up to 25 pounds.
- ☐ I can assist in the setup/breakdown of voting booths and other equipment.
- ☐ I can speak, read, or write another language: _____.

ADDITIONAL SKILLS/EXPERIENCE

List any special skills or experience that you have that are applicable to this position.

- 1.
- 2.
- 3.
- 4.

I certify that I meet the requirements to work as an election judge and that the information contained in this application is true and complete to the best of my knowledge. I authorize the City of Crystal to investigate all statements made in this application, as necessary. I understand that giving false or misleading information on my application will disqualify me from consideration or discharge me from employment.

Signature

Date

**Election judges are asked to provide information which includes private information under the MN Government Data Practices Act. This data will be used to determine work assignments and to contact you regarding election judge training and other matters. Phone numbers and emails are shared with head and assistant head judges in your precinct.*

CITY USE ONLY: Rec'd: _____; Assignment W___P___; Attended training ☐; Other _____
Modus: Judge info ☐; Assignment ☐; Training ☐