



## REQUIRED TRAINING at Crystal City Hall

All attendees will be paid a flat fee of \$20 per training session.

<p><b>Availability</b> We will attempt to honor your request; however, class sizes are limited. Please cross out any dates that definitely will NOT work for you. <i>(These dates and times are tentative and are subject to change.)</i></p>	<input type="checkbox"/> Election Judge (Thursday, July 26, 6-9 p.m.)
	<input type="checkbox"/> Election Judge (Monday, July 30, 1:30-4:30 p.m.)
	<input type="checkbox"/> Election Judge (Tuesday, July 31, 9 a.m.-noon)
	<input type="checkbox"/> Head/Assistant Head Election Judge (Monday, July 30, 6-8 p.m.) Also choose an Election Judge session above.
	<input type="checkbox"/> Head/Assistant Head Election Judge (Tuesday, July 31, 2-4 p.m.) Also choose an Election Judge session above.
	<input type="checkbox"/> Refresher Election Judge (Monday, October 29, time TBD)
	<input type="checkbox"/> Refresher Election Judge (Tuesday, October 30, time TBD)
<input type="checkbox"/> Refresher Head/Assistant Head Election Judge (Tuesday, Oct 30, time in p.m. TBD)	

### ELECTION JUDGE JOB DESCRIPTIONS

Election Judge (\$8.25/hour)	Works under the direction of the Head/Assistant Head Election Judge. Opens and closes the polls, registers and signs in voters, demonstrates how to vote a ballot, distributes and collects ballots, operates election equipment, records and certifies the vote totals.
Head Election Judge (\$11/hour)	Works under the direction of the City Clerk's Office to oversee all aspects of election administration in the polling place. Supervises and directs activities of the Election Judges and voters in polling place, evaluates Election Judges' performances, performs Election Judge duties.
Assistant Head Election Judge (\$11/hour)	Assists Head Election Judge in all aspects of election administration in the polling place and performs Election Judge duties. Acts as supervisor of polling place in the absence of the Head Election Judge.

Requirements of an Election Judge	Desirable Qualities of an Election Judge
<ul style="list-style-type: none"> <li>eligible to vote</li> <li>ability to read, write, and speak English clearly</li> <li>not a spouse, parent, child, or sibling of another election judge in the same precinct or of any candidate in the election</li> <li>not a candidate in the election</li> <li>ability to attend judge training at City Hall</li> <li>must declare a party affiliation</li> </ul>	<ul style="list-style-type: none"> <li>physical, mental, and emotional stamina</li> <li>excellent customer service skills</li> <li>a positive attitude</li> <li>attention to detail</li> <li>basic math skills</li> <li>comfortable and patient working with and serving a diverse population</li> <li>impartial and fair</li> </ul>

List any duties you are unable to perform.	
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### CERTIFICATION FOR EMPLOYER

Employees serving as election judges may be absent from work without penalty, provided the employee gives at least 20 days' written notice to the employer, along with a certification from the city clerk stating the compensation to be paid to the employee and the hours the employee will serve. The employer may reduce the salary of an employee by the amount paid by the City.

Yes, I need the certification

No, I do not need the certification

### CITY CONTACTS

City Clerk Chrissy Serres  
763-531-1145; [chrissy.serres@crystalmn.gov](mailto:chrissy.serres@crystalmn.gov)

Admin Services Coordinator Trudy Tassoni  
763-531-1131; [trudy.tassoni@crystalmn.gov](mailto:trudy.tassoni@crystalmn.gov)

I attest that the information contained in this application is true, and that I meet the requirements and responsibilities to work as an election judge.

Signed: \_\_\_\_\_

Dated \_\_\_\_\_, 2012

**Your election judge assignment will be given to you at training. Thank you for your interest!**