



CITY of CRYSTAL

### ELECTION JUDGE APPLICATION

Return completed form by **April 30, 2018** to:

City Clerk • 4141 Douglas Drive N • Crystal, MN 55422

Questions? Contact the city clerk at [chrissy.serres@crystalmn.gov](mailto:chrissy.serres@crystalmn.gov) or (763) 531-1145

*The City of Crystal is an equal opportunity/affirmative action employer*

<b>PERSONAL INFORMATION</b> (print clearly) <input type="checkbox"/> Check box if you are a new judge.	
Full Name	Name to be printed on name tag ( <b>1<sup>st</sup> name only</b> )
Street Address (include apt or condo #, if applicable)	
City	State MN
	Zip Code
Email (required for head and assistant head judges)	<b>Preferred method of communication from election staff:</b> <input type="checkbox"/> Email or <input type="checkbox"/> Regular U.S. mail
Party Affiliation: (student trainees to leave blank) <input type="checkbox"/> DFL <input type="checkbox"/> Republican <input type="checkbox"/> Other or Undecided	Home: ( )
	Cell: ( ) <span style="float:right">Accept texting? <input type="checkbox"/></span>
	Work: ( ) <span style="float:right">Hours:</span>
<b>I AM INTERESTED IN...</b>	
<input type="checkbox"/> Working as a regular election judge (ages 18+) (\$11/hour) <input type="checkbox"/> Working as a head election judge (\$13.50/hour) <i>must work both elections, all-day shifts</i> <input type="checkbox"/> Working as an assistant head election judge (\$13.50/hour) <i>must work both elections, all-day shifts</i> <input type="checkbox"/> Working as a student trainee election judge (ages 16 or 17) (\$11/hour) <input type="checkbox"/> Volunteering to serve as an election judge without pay (optional) <input type="checkbox"/> Obtaining an employer certificate (states your working hours and pay on election day) <input type="checkbox"/> Being removed from your list as I am NO longer available to serve	
<b>AVAILABILITY</b> (check one box in each row)	
<input type="checkbox"/> Both Elections (Primary on Aug. 14 & General on Nov. 6) <input type="checkbox"/> General Only (Nov. 6) <input type="checkbox"/> All-Day Shift (approx. 16 hours) <input type="checkbox"/> Morning (6 a.m.-2:15 p.m.) <input type="checkbox"/> Evening (2 p.m.-approx. 9 p.m.) If you have a precinct preference, note it here:	
<b>TRAINING AT CITY HALL</b> (Check which sessions you are able to attend. You will be notified which one you are assigned to.)	
All Judges: <input type="checkbox"/> July 19 (9 a.m.-12 p.m.) <input type="checkbox"/> July 19 (2-5 p.m.) <input type="checkbox"/> July 23 (6-9 p.m.) <i>Dates subject to change.</i> Head & Assistant Head Judges: Are you available to attend a second training on Aug. 1 (6-8 p.m.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>QUALIFICATIONS</b>	
Read "City of Crystal Election Judge Qualifications and Responsibilities" on the reverse side.	
<b>SPECIAL SKILLS</b> (list any special skills that you have that are applicable to this position)	

I certify that the information contained in this application is true and complete to the best of my knowledge. I have read "City of Crystal Election Judge Qualifications and Responsibilities" and certify that I meet the requirements to work as an election judge. 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 OF CRYSTAL ELECTION JUDGE QUALIFICATIONS AND 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 or of any candidate on the ballot in the election
- Must attend mandatory election judge training (date, time and location TBD)

### Preferred Qualifications of an Election Judge

- Ability to communicate clearly with voters
- Willingness to work as a team member
- Possess excellent customer service skills and a positive attitude
- Have physical, mental and emotional stamina
- Handle stressful situations calmly
- Be impartial and fair
- Comfortable and patient working with and serving a diverse population
- Detail-oriented
- Possess basic math skills

### Responsibilities

- 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 all qualified voters are permitted to vote
- Demonstrate how to vote
- Distribute ballots to voters
- Operate voting equipment
- Close down the polling place at close of voting
- 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 applicable box on the application under "I am interested in..."

### Time off from school to serve the General Election on Nov. 6, 2018

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.

**CITY USE ONLY:** Rec'd: \_\_\_\_\_; Assignment W \_\_\_ P \_\_\_; Attended training ; Other \_\_\_\_\_  
Modus updated: Judge info ; Assignment ; Training