



## ELECTION JUDGE APPLICATION

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

Questions? Contact the deputy city clerk at [chee.yang@crystalmn.gov](mailto:chee.yang@crystalmn.gov) or (763) 531-1131

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

<b>PERSONAL INFORMATION</b> <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: <span style="margin-left: 150px;">Hours:</span>		
Party Affiliation: <i>(student judges leave blank)</i>		
<input type="checkbox"/> DFL <input type="checkbox"/> Republican <input type="checkbox"/> Grassroots-Legalize Cannabis <input type="checkbox"/> Legal Marijuana Now <input type="checkbox"/> Not affiliated <input type="checkbox"/> Other		
<b>PREFERRED POSITION/EXPERIENCE – select all that apply</b>		
<input type="checkbox"/> I am interested in serving as a regular election judge (ages 18+) (\$12/hour).		
<input type="checkbox"/> I am interested in serving as a head election judge (\$15/hour). <ul style="list-style-type: none"> <li>• <i>Requires previous election judge experience</i></li> <li>• <i>Must work both elections, all day shifts</i></li> </ul>		
<input type="checkbox"/> I am interested in serving as an assistant head election judge (\$15/hour). <ul style="list-style-type: none"> <li>• <i>Requires previous election judge experience</i></li> <li>• <i>Must work both elections, all day shifts</i></li> </ul>		
<input type="checkbox"/> I am interested in serving as a student election judge (ages 16 or 17) (\$12/hour).		
<input type="checkbox"/> I have previously served as an election judge. City: _____ Number of elections: _____  Positions held (circle):    student election judge    election judge    assistant head judge    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"> <li>• <i>Below are the deadlines for election judges to notify the city if they wish to volunteer:</i> <ul style="list-style-type: none"> <li>○ <i>July 29 (at least 10 days prior to the primary election)</i></li> <li>○ <i>October 28 (at least 10 days prior to the general election)</i></li> </ul> </li> </ul>		
<input type="checkbox"/> I require an employer certificate (states your working hours and pay on election day, if needed for your employer). <ul style="list-style-type: none"> <li>• <i>Below are the deadlines for election judges to provide written notice to employers with certification:</i> <ul style="list-style-type: none"> <li>○ <i>July 20 (at least 20 days prior the primary election)</i></li> <li>○ <i>October 19 (at least 20 days prior to the general election)</i></li> </ul> </li> </ul>		

<b>AVAILABILITY – select all that apply</b>	
<input type="checkbox"/> 2022 Primary Election (Aug. 9)	<input type="checkbox"/> 2022 General Election (Nov. 8)
<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 more than one shift selected, indicate preference order: _____	
If you have a precinct preference to serve: _____	

<b>TRAINING</b>
<i>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 online supplemental head judge training.</i>
<b>QUALIFICATIONS</b>
<i>Please review the City of Crystal Election Judge Qualifications and Responsibilities on page 3.</i>
<b>SPECIAL SKILLS</b> <i>(please list any special skills you have that are applicable to this position)</i>

I certify that the information contained in this application is true and complete to the best of my knowledge. I have read the “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.

*Electronic signature: By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.*

\_\_\_\_\_  
**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 at the same time, or of any candidate on the ballot in the election
- Must attend mandatory paid election judge training

### 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

### 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 applicable box on the application under "I require an employer certificate..."

### Time off from school to serve the General Election on Nov. 8, 2022

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: Judge info ; Assignment ; Training