



WANT TO SERVE AS AN ELECTION JUDGE ?

Election judges are paid officials who staff the polling places and ensure that the rights of voters are protected on Election Day. Election judges must be at least 18 years old.

Election judges are essential to our democracy. Serving as an election judge provides an opportunity to learn more about the election process and is a great service to our community.

By law, your employer must give you paid time off to serve as an election judges. To qualify, you must provide your employer with at least twenty (20) days written notice and the pay rate form you receive from your City Election Official when you are hired to serve as an election judges.

Your employer may: *reduce your salary or wages by the amount you are paid as an election judge during the time you are away from work, *restrict the number of employees serving as an election judge to no more than 20% at a single work site.

Official Duties of an election may include:

- * setting up polling plan
- * assist voters, register voters and ensure all qualified voters are permitted to vote
- *demonstrate how to vote and distribute ballots to voters and operate voting equipment
- *close polling place following voting and determine results after polls close

To qualify to be an election judge, you must:

- Be at least 18 years old on Election Day and be a U.S. Citizen
- Be a Minnesota resident
- Not have your voting rights revoked
- Be able to read, write and speak English
- Complete required training session(s)

You cannot be:

- Be the spouse, parent, child or sibling of an election judge serving in the same precinct.
- The candidate or spouse, parent, child, or sibling of any candidate on the ballot in the same precinct.

If you are interested in being an election judge, please fill out an application form (available from the City Clerk) and return it to City of Anoka Elections. We hope that you will take part in this opportunity for civic participation. We look forward to hearing from you. Should you have any questions, please contact us at:

City of Anoka Elections
2015 First Ave
Anoka MN 55303
763-576-2740
Email: rdodge@ci.anoka.mn.us



FOR OFFICE USE ONLY		
C/N:	J/HJ/AHJ/EA:	NO.

ELECTION JUDGE APPLICATION

**IF YOU ARE INTERESTED IN SERVING IN THE UPCOMING ELECTION(S)
PLEASE COMPLETE AND RETURN BY: 09/30/2024 or ASAP**

The City of Anoka is recruiting qualified individuals to serve as Election Judges for the 2024, PNP Presidential Nomination Primary and Primary and General Elections. You have previously served or have expressed an interest in helping the community by serving as an Election Judge.
If you are still interested, please complete and return this form.

PERSONAL INFORMATION (Please print clearly)		
Name		
Address		
City	State	Zip
Home Phone (include area code)	Cell Phone (include area code)	Work Phone (include area code)
Email Address (Election Judges must have an active email address. Communication between Election Coordinators-Election Judges is done electronically)		

Party Affiliation: DFL Republican Legal Marijuana Now Party

***Due to requirements of Party balances at precincts, first priority is given to applicants that choose a Party Affiliation.**

I am available to work: All Elections (March 5, 2024 & August 13, 2024 & November 5, 2024)
 PNP Presidential Nomination Primary (March 5, 2024) Primary Only (August 13, 2024) General Only (November 5, 2024)

ELECTION JUDGES MUST MEET STATE REQUIREMENTS
<ul style="list-style-type: none"> ✓ Must be a United States Citizen. ✓ Must be an eligible voter in the State of Minnesota. <i>(Students age 16 or 17 may serve as a Student Judge, contact the City Elections office for more information)</i> ✓ Must be able to read, write and speak English. ✓ Must not be the spouse, parent, step-parent, child, step-child, sibling or step-sibling of any election judge serving in the same precinct or of any candidate at that election. ✓ Must not be domiciled, either permanently or temporarily, with any candidate on the ballot at that election. ✓ Must not be a candidate at that election. <p style="margin-top: 20px;">_____ I understand and meet these requirements (initial on the line).</p>

ELECTION JUDGES MUST MEET CITY OF ANOKA REQUIREMENTS
<ul style="list-style-type: none"> ✓ Comfortable and proficient in the use of an iPad or Tablet. ✓ Strong understanding of and commitment to nonpartisanship. ✓ Communicate clearly with voters. ✓ Be available to work long hours (up to 14 hours) <i>Special accommodations may be arranged with Election Coordinator/Head Judge for lesser hours if/when possible.</i> ✓ Handle stressful situations calmly and professionally. ✓ Demonstrate attention to detail. ✓ Work as a team member and accept direction from Head Judge. ✓ Physically and mentally able to carry out the required duties. ✓ Able to read small print. ✓ Able to sit and/or stand for extended periods of time. ✓ Able to lift 25 pounds. <p style="margin-top: 20px;">_____ I understand and meet these requirements (initial on the line).</p>

OTHER INFORMATION

Are you able to work in any precinct? Yes No What is your preferred precinct to work in? _____

Please know that efforts will be made to place you in your preferred precinct, however, there is no guarantee this will happen, nor is there a guarantee that you will work in the same precinct for both elections.

I am interested in being: Election Judge Assistant Head Judge Head Judge

Do you have a relative also applying to be an Election Judge in the City of Anoka at this time? Yes No

If yes, state their name & relationship _____

Print your first name as you would like it to appear on your name badge _____

VETERAN'S STATUS

This information is to determine your status as a Veteran under the Veteran's Preference Statutes, Minn. Stat. § 43a.11

Have you received an Honorable Discharge or Separation after serving more than 180 consecutive days in the military services for the purposes other than training?

Yes, I am a Veteran

No, I am not a Veteran

AFFIRMATIVE ACTION

The City of Anoka is an Affirmative Action Employer. It is our policy to provide equal employment opportunities to all. The City of Anoka does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. Individuals are evaluated and selected on the basis of merit.

Tennessee Warning: *Under the Minnesota Government Data Practices Act (Minn. Stat. § 13.43), your name, address, telephone number, party affiliation, email and director deposit information are private data. You may choose not to provide some or all of this private data, but it may limit your ability to participate as an election judge. For example, your contact information is needed to provide information to you such as precinct assignment, training schedules, cancellation information, etc. By completing this information, you are consenting to allow information to be shared with payroll staff and election staff in order to administer this activity. This consent expires upon completion of this activity.*

**Individuals serving as an election judge may be absent, without penalty, from their employment if they notify their employer in writing at least 20 days prior to each election. Minn. Stat. §204B.195*

Please read the following carefully and sign this application if you agree to the following:

To ensure fair and honest election results, if selected to serve as an election judge, I will adhere to the following:

- I will arrive at my assigned polling place at the assigned time and remain until my assigned time or excused by the Head Judge.
- I agree to be courteous, respectful and to assist all voters regardless of national origin, physical challenge or efficiency in the English language.
- I agree to read and study the Election Judge Guide and any additional information provided by the City Clerk's Office. I will complete the Election Judge Training so that I am prepared to fulfill my assigned responsibilities to conduct the election according to federal, state and local election laws and policies.
- I understand that we are responsible for the security of election equipment and supplies and I will handle and monitor all such equipment and supplies exactly as instructed.
- I agree to complete all documentation required by federal, state and local election laws for my assigned position's responsibilities as accurately and completely as possible.
- I agree to report immediately to the Head Judge any malfunction or possible tampering of voting equipment, unusual or suspicious behavior occurring in the polling room or any other event or occurrence that may threaten the accurate gathering or sanctity of the vote.
- I will refrain from making personal and political opinion comments while serving as an election judge.
- I certify that all information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested data may disqualify me from further consideration as an election judge or result in dismissal, if discovered at a later date.
- I authorize the City of Anoka to verify the information I have provided in this application.

Signature _____

Date _____

Please return the completed application to:
City of Anoka - Elections
2015 First Ave, Anoka MN 55303
or by email to rdodge@ci.anoka.mn.us

NOTE: Regardless if you have worked as an Election Judge for us in previous elections, payroll requires that you fill this form out for each election year. Please remember to include a voided check or print out from your bank w/ complete checking & routing numbers (DO NOT include a deposit slip). Please complete every line on this form also.

The logo consists of a dark brown oval with a white border, containing the text "CITY OF ANOKA – ELECTION JUDGE" in white, bold, uppercase letters. A yellow brushstroke-like graphic extends from the bottom of the oval.

THANK YOU FOR YOUR INTEREST IN BEING AN ELECTION JUDGE

The City does not issue paper paychecks for Election Judges. Election Judge pay must be electronically deposited into your bank account; into either your checking or savings account. You will be mailed a statement showing the amount deposited and the date that it was deposited into your account. Save this statement for tax purposes. The City does not issue W2's at the end of the year, you may need this information for your tax records.

RETURN THIS FORM TO:

City of Anoka – Elections
2015 First Ave
Anoka MN 55303

**** Please provide a voided check
which provides your account information***

Election Judge Name: _____

Name as it appears on your account: _____

Address on your account: _____

Mailing address: _____

Email address: _____

Social Security Number: _____

Name of Bank: _____

Routing #: _____
(found at bottom left hand side of your check – nine digits)

Bank Account #: _____
(found at bottom of check in center)

Account is: Checking Saving