

How to Apply

You may apply to be an election judge or election judge trainee by:

- completing the application below and mailing it to your city (*or township*) clerk or county auditor. Go to: www.sos.state.mn.us or call 1-877-600-8683 to locate your county auditor.
- attending a political party's precinct caucus, and if you are eligible to vote on Election Day, requesting to be on a list of volunteers to be an election judge. If you are ages 16–17 you may request to be election judge trainee.

Application

I am interested in serving as an:

- Election judge
 Election judge trainee (students, 16 to 17 years old)

If you are a college student interested in serving as an election judge, please provide your address and phone number at school.

Name:

Address:

Primary Phone:

E-mail:

Party Affiliation (N/A for Trainees):

- DFL Party Independence Party
 Republican Party No Party (independent)
 Other _____

THE OFFICE OF THE
MINNESOTA
Secretary of State

*Serve as an Election Judge
or Election Judge Trainee*

Staff Polling Places

Administer Elections

Protect Voter Rights

Register Voters

OFFICE OF THE SECRETARY OF STATE
180 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1299
E-mail: elections.dept@state.mn.us
Phone: 651-215-1440 or
1-877-600-8683 (toll free)
Minnesota Relay Service: 711 or
1-800-627-3529 (toll free)
Web site: www.sos.state.mn.us



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Minnesota Needs You!

During a general election, approximately 30,000 election judges are needed to staff more than 4,100 polling locations throughout Minnesota.

Election judges and election judge trainees are paid officials who staff local polling places and ensure that the rights of voters are protected on Election Day. Election judges must be at least 18 years old, while trainees must be at least 16 years old. Typically, these election officials serve in polling places near their homes.

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

Time Off from Employment to Serve

By law your employer must give you paid time off to serve as an election judge.

To qualify, you must provide your employer with at least 20 days written notice, and the pay rate form you receive from local election officials when you are hired to serve as an election judge.

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 its employees serving as election judges to no more than 20 percent at a single work site.

Official Duties

On the day of an election you may be expected to:

- set up the polling place
- direct voters to the correct line
- register voters
- ensure all qualified voters are permitted to vote
- demonstrate how to vote
- distribute ballots to voters
- assist voters
- operate voting equipment
- close down polling place following voting
- determine results after polls close

Required Qualifications

To serve as an election judge or trainee you must:

- be a U.S. citizen
- be a Minnesota resident
- not have had your voting rights revoked
- read, write and speak English
- attend a two-hour training session

You cannot be:

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

Preferred Qualifications

Ideally, election judges are able to:

- communicate clearly with voters
- enjoy assisting and serving diverse populations
- be available to work long hours
- handle stressful situations calmly
- demonstrate attention to detail
- have excellent math skills
- speak a second language

Becoming an Election Judge Trainee

Election judge trainees work in polling places with election judges. Trainees may work from 6:00 a.m. to no later than 10:00 p.m. (*in some polling places half shifts are available*).

To be an election judge trainee you also must:

- be age 16 or older (*you can apply to be an election judge once you are age 18*).
- be enrolled in a high school or homeschool in Minnesota.
- have your high school principal, or your parent if homeschooled, sign a statement that you are performing at an acceptable academic level.

Time off from school to serve

To be excused from school to serve as an election judge trainee you must submit to your principal, at least 10 days before the election, a written request signed by your parent or guardian along with the official notice you received from the local election office.

This document is available in alternate formats for individuals with disabilities