



Serving as an Election Judge

From the City of St. Paul Park

Election judges are paid officials who staff local polling places and ensure the rights of voters are protected on Election Day. Election judges are essential to our democracy.

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 received 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, 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, step-parent, child, step-child, sibling, or step-sibling of any election judge serving in the same precinct.
- The candidate or the spouse, parent, step-parent, child, step-child, sibling or step-

sibling of any candidate on the ballot in the 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

Polling Place Assignment

After training and certification, the City Council appoints at least four judges to each precinct. One judge is appointed as the Head Judge.

Election Judges should plan on arriving at their polling place assignment by 6:00 a.m. and staying until all jobs are complete. The polls open at 7:00 a.m. and closes at 8:00 p.m.

Before Leaving Home

Election Day will be a long day. Before leaving home, do a quick inventory of your personal needs and obligations for the entire day:

- Wear comfortable shoes and layers of clothing to adjust for varying temperatures. Clothing without printing or messages is recommended.
- Have you removed campaign buttons and campaign materials from your coat, car, and other personal items that you will take to the polling place?
- Do you have your reading glasses, medications or medical supplies?
- Do you have emergency information that coworkers should be aware of?
- Did you pack a lunch, snacks, or beverages?
- It may be late when you are finished. Do you have enough gas, or a ride, to return home?