



ELECTION JUDGE APPLICATION

CITY OF RICE LAKE - 4107 WEST BEYER RD
RICE LAKE, MN 55803 - 218-721-3778

The City of Rice Lake is recruiting qualified individuals to serve as Election Judges for the Primary and General Election. If you are interested in serving as an Election Judge, please complete and return this form. Thank you.

Note: In the event you are selected to serve as an Election Judge, you will be required to attend training classes regarding the legal procedures, duties, and responsibilities of being a judge. If appointed, official notification will be sent to you.

Data Classification Advisory: The data you supply on this form is subject to the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13). The data you supply is being requested so that the City can make an informed decision as to your selection as Election Judge. This data will be maintained by the City of Rice Lake in accordance with the Minnesota Government Data Practices Act.

Name: _____ Social Security Number: _____
Address: _____
Email: _____ Phone: _____

Party Affiliation (check one): DFL: _____ Republican: _____

ELECTION JUDGES MUST MEET STATE REQUIREMENTS

- Must be a United States citizen
- Must be an eligible voter in the State of Minnesota
- Must be able to read, write and speak English
- Must not be the spouse, parent, stepparent, child, stepchild, sibling or stepsibling 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

_____ I understand and meet these requirements (initial on the line)

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 attend 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.

Signature: _____ Date: _____

Supplemental Skills Questionnaire

Election judges perform a variety of tasks on Election Day, and each role may require different skills. This questionnaire helps us identify your strengths, experience, and areas of interest when making assignments. You do not need to have all of the skills listed below to serve as an Election Judge. **Please Check any boxes that apply.**

Technology

- | | |
|---|--|
| <input type="checkbox"/> I am comfortable using a computer | <input type="checkbox"/> I have a cell phone that can send and receive text messages |
| <input type="checkbox"/> I am comfortable using touchscreen devices | <input type="checkbox"/> I can browse and search the internet |
| <input type="checkbox"/> I have a smartphone that can send and receive email with attachments | <input type="checkbox"/> I know how to connect a device to Wi-Fi |
| <input type="checkbox"/> I use email to send, receive, and open attachments | <input type="checkbox"/> I have a Wi-Fi compatible tablet or laptop |
| <input type="checkbox"/> I can follow basic troubleshooting instructions | <input type="checkbox"/> I am able to bring my device(s) with me on Election Day |
| <input type="checkbox"/> I have a cell phone | |

Administrative and Customer Service Experience

- | | |
|--|---|
| <input type="checkbox"/> I have customer service experience | <input type="checkbox"/> I am calm under pressure during busy periods |
| <input type="checkbox"/> I am comfortable assisting voters and answering routine questions | <input type="checkbox"/> I have basic math or accounting skills |
| <input type="checkbox"/> I am comfortable reviewing forms or written instructions | <input type="checkbox"/> I have experience assisting people with disabilities or access needs |
| <input type="checkbox"/> I have experience keeping records or documenting information | |

Supervisory or Leadership Experience

- | | |
|---|---|
| <input type="checkbox"/> I have experience supervising staff or overseeing the work of others | <input type="checkbox"/> I have experience training, mentoring, or guiding others |
| <input type="checkbox"/> I have experience recognizing, troubleshooting, and documenting problems | <input type="checkbox"/> I am interested in serving as an Assistant Head Judge |
| <input type="checkbox"/> I am comfortable helping others follow written procedures | <input type="checkbox"/> I am interested in serving as a Head Judge |
| <input type="checkbox"/> I am comfortable making decisions while following established instructions | |

General Availability and Election Day Tasks

- | | |
|---|--|
| <input type="checkbox"/> I am able to work the full Election Day shift, beginning at approximately 6:00am and remaining after polls close at 8:00pm until all closing duties are completed. | |
| <input type="checkbox"/> I am willing to work in a precinct other than my home precinct | <input type="checkbox"/> I can assist with setting up and taking down voting booths or other equipment |
| <input type="checkbox"/> I can lift or carry up to 30 pounds | <input type="checkbox"/> I am comfortable working in a busy public setting |
| <input type="checkbox"/> I am comfortable standing or moving around for portions of the day | <input type="checkbox"/> I am comfortable working as part of a team |

Additional Skills or Experience

Please list any additional skills, experience, or information that may be helpful when assigning Election Judge roles:
