

April 28, 2020

Hello!

You are receiving this correspondence because you have expressed an interest in serving as an Election Judge for the City of Spring Lake Park 2020 Primary and General Elections. The Primary Election will be held on August 11, 2020 with the General Election being held on November 3, 2020.

Your hours of service will be from 6:00 a.m. to approximately 9:00 p.m. The hourly rate of pay for Head Judges will be \$15.00 per hour, \$15.00 per hour for Assistant Head Judges, and \$14.25 per hour for Precinct Judges. Election judges are responsible for the administration of election procedures in each voting precinct on Election Day.

To qualify as an election judge, you must be a resident of Minnesota and at least 18 years of age and eligible to vote. High school students are qualified to work as election judge trainees if they are 16 years of age or older and have permission from their parents and from their school. You must be able to read, write and speak English. You cannot be a candidate in an election or closely related to a candidate. Two election judges may not be closely related and serve in the same voting precinct. You must declare affiliation with a major political party. Election judges are required to attend a three-hour class (required every two years) and are paid for the training.

An individual who is selected to serve as an election judge may, after giving an employer at least 20 days' written notice, be absent from their place of work for the purpose of serving as an election judge without penalty (MS 204B.195). This means an employer must pay the employee their normal wage when serving as an election judge. The employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the City during the time the employee was absent from work.

If you are interested in serving, please complete and return the enclosed application. The application is also available on the website at www.slpmn.org and can be emailed back to our office.

If you are selected to serve you'll receive your precinct assignment and information about training. If your preference is to use email rather than the postal service, you can sign, scan and email the application to us at jgooden@slpmn.org or wbrown@slpmn.org.

We look forward to working with you during the 2020 election season. Thank you for your time and willingness to serve. If you have any questions, please feel free to contact us at 763-784-6491.

Sincerely,

Daniel Buchholtz
City Administrator/Clerk/Treasurer



ELECTION JUDGE APPLICATION/INFORMATION UPDATE

City of Spring Lake Park 1301 Eighty First Avenue NE, Spring Lake Park, MN 55432

Phone: (763) 784-6491 Email: info@slpmn.org Fax: (763) 792-7257

CONTACT INFORMATION: (Please Print)

Name: _____ Email: _____

Address: _____ City & Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Preferred Correspondence Method: Email Postal Service

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Phone: _____

ELIGIBILITY:

Indicate the following by checking the corresponding Yes or No box:

	Yes	No
Are you eligible to vote in the State of Minnesota?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to read, write and speak English?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you a candidate in the election?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you related to a candidate or another election judge?.....	<input type="checkbox"/>	<input type="checkbox"/>

If yes, write the person's name & relationship below:

MAJOR PARTY AFFILIATION:

Democratic-Farmer-Labor Republican Unaffiliated or Minor Party Affiliation

POSITION INTEREST:

- I am interested in working as an Election Judge I am interested in becoming a Head Judge
- I will continue to work as a Head Judge I am interested in becoming an Assistant Head Judge
- I will continue to work as an Assistant Head Judge I am interested in being an on-call Election Judge

EMPLOYER CERTIFICATE AND VOLUNTARY SERVICE:

I will require a certificate of service for my employer I am volunteering to serve without pay (optional)

READ AND CERTIFY. I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize the City of Spring Lake Park to investigate all statements made in this application, as necessary, to consider my application. I understand that giving false or misleading information in my application or interview(s) will disqualify me from consideration. I understand that if the City of Spring Lake Park hires me, I am subject to discharge if I provide false or misleading information or omit material information in connection with this application regardless of when it is discovered.

Signature _____ Date: _____

Name: _____ Full Address: _____

Please see back of application

ELECTION JUDGE SUPPLEMENTAL SKILLS QUESTIONNAIRE

Election workers perform many different tasks in the polling place, which require a diverse set of skills. This questionnaire is designed to identify strengths and preferences. It is not required that you possess all the skills listed below to serve. Please check any boxes that apply.

TECHNOLOGY:

Skills

- I am comfortable with a personal computer/tablet
- I can browse and search the internet comfortably
- I use email and can send, receive and open attachments
- I have experience with word processing software
- I am very comfortable with touch screen technology
- I can follow troubleshooting instructions provided
- I know how to connect a mobile device to Wi-Fi

Access

- I have a cellphone
- I have a cellphone that can send/receive text messages
- I have a smartphone that can send/receive email with attachments
- I have a Wi-Fi compatible tablet or laptop
- I can bring my device(s) to the polling place on election day

ADMINISTRATIVE:

- I have customer service experience
- I have experience assisting persons with disabilities or special needs
- I am calm under pressure during busy periods
- I have basic math/accounting skills (addition and subtraction)

LANGUAGES:

Language	Speak	Read/Write
American Sign Language	<input type="checkbox"/>	N/A
Spanish	<input type="checkbox"/>	<input type="checkbox"/>
Somali	<input type="checkbox"/>	<input type="checkbox"/>
Hmong	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL:

- I can lift/carry 30 pounds
- I can assist in the setup/breakdown of voting booths and other equipment
- I can maintain mental focus over long periods of time
- I am able to work a full 16-hour day
- I prefer to work shorter shifts

SUPERVISORY:

- I have experience supervising staff and overseeing the work of others
- I have experience recognizing, troubleshooting, and documenting problems
- I can use documentation provided to oversee procedures and manage precinct operations

ADDITIONAL SKILLS AND EXPERIENCE:

Please use this space to list any other skills or experience you have which may be useful to serving as an election judge.
