**MEMORANDUM**

DATE: April 24, 2018

TO: Prospective Election Judges

FROM: Alexandria Election Team (Lori West, Amy Riedel, and Brenda Johnson)

SUBJECT: Election Judge Application and Training Schedule

The Alexandria Election Team is starting to prepare for the upcoming Primary Election on August 14 and the General Election on November 6. With that in mind, once again we would like to invite you to apply for the position of Election Judge, Head Judge and/or Health Care Facility Judge, which is included in this packet of information.

If you know of any individuals that would be interested in this opportunity, please let us know and we will be happy to send them an application also.

**Requirement to be an Election Judge**

State of Minnesota requirements:

* Must be eligible to vote in Minnesota
* Must be able to read, write, and speak English
* Must complete mandatory election judge training
* Must not be the spouse, parents, stepparent, child, stepchild, sibling, or stepsibling of any election judge serving in the same precinct or of any candidate in that election
* Must not live, either permanently or temporarily, with any candidate on the ballot at that election
* Must not be a candidate in the election

City of Alexandria requirements:

* Strong understanding of and commitment to nonpartisanship
* Able to communicate clearly with voters
* Enjoy assisting and serving diverse populations
* Available to work long hours on Election Day
* Handle stressful situations calmly and professionally
* Demonstrate attention to detail
* Work as a team member and follow directions
* Comfortable using technology

Also attached are the training opportunities for sessions available at the Douglas County Public Works and the Alexandria City Hall. Please check which session(s) you will be attending. In addition to the required training, you are welcome to attend more than one session.

If you have, any questions please feel free to contact Lori West at [lwest@alexandriamn.city](mailto:lwest@alexandriamn.city) or at 320-759-3622.