



## THE CITY OF ALEXANDRIA IS LOOKING FOR ELECTION JUDGES!!

The City of Alexandria is looking for Election Judges for the 2024 elections. The dates will be Tuesday, August 13, 2024 for the Primary; and Tuesday, November 5, 2024 for the General Election.

We encourage and hope that you will consider becoming an election judge for the City of Alexandria! Also, if you know of any individuals or students that would be interested in this opportunity, please let us know and we will be happy to send them an application.

State of Minnesota requirements to be an Election Judge:

- Must be an United States citizen
- Must be eligible to vote 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 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 to be an Election Judge

- 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 (typically from 6 a.m. to 9 p.m.)
- Handle stressful situations calmly and professionally
- Demonstrate attention to detail
- Work as a team member and follow directions
- Comfortable using technology (IPad or tablet)

A two-hour election judge training will be required to be completed (training dates will be announced in 2024), along with training on equipment such as the ballot counter and Poll Pads for electronic registration. Pay is as follows: Election Judges - \$18.00/hour, Head Election Judges - \$20.00/hour, and Health Care Facility Judges - \$20.00/hour. If you choose to volunteer, you will be required to submit a written statement no later than 10 days before the election to the Election Administrator.

If you have questions or would like to receive an application, please feel free to contact Alexandria City Hall at 320-763-6678 and ask for Amy Riedel. Or send an email to [ariedel@alexandriamn.city](mailto:ariedel@alexandriamn.city).

Thank you and we look forward to working with you in 2024!



# ELECTION JUDGE APPLICATION

The City of Alexandria 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.*

Affirmative Action: The City of Alexandria does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. Individuals are evaluated and selected on the basis of merit.

### PERSONAL INFORMATION (Please print clearly)

Name

Address

City State Zip Code

Home Phone Cell Phone Work Phone

E-Mail

Party Affiliation:  DFL  Republican  Legal Marijuana Now  Not Affiliated

I am available to work:  August 13, 2024 - Primary  November 5, 2024 - General

### 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)**

### ELECTION JUDGES MUST MEET ALEXANDRIA REQUIREMENTS

- ✓ Comfortable using an iPad or Tablet
- ✓ Strong understanding of and commitment to nonpartisanship
- ✓ Communicate clearly with voters
- ✓ Enjoy assisting and serving diverse populations
- ✓ Be available to work long hours (up to 16 hours)
- ✓ Handle stressful situations calmly and professionally
- ✓ Demonstrate attention to detail
- ✓ Work as a team member and accept direction from a head judge
- ✓ Physically and mentally able to carry out the required duties
- ✓ Able to read small print
- ✓ Able to sit and/or stand for an extended period of time
- ✓ Able to lift 25 pounds

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

**OTHER INFORMATION**

Are you able to work in any precinct? ..... Yes  No

If no, precincts preferred \_\_\_\_\_

Do you have a relative who is also applying to be an Election Judge in Alexandria at this time?.....Yes  No

If yes, state their name and relationship \_\_\_\_\_

Are you interested in serving as a health care facility election judge? ..... Yes  No

Are you interested in serving as a head judge or assistant judge in the future? ..... Yes  No

I am available to work a Full Shift (6 am to 9 pm)  or Split Shift  (AM  or PM )

I am not available in 2024 but please keep my name on the list for future elections.

Please remove my name from your list, I am NO longer available to serve.

**TENNESSENN WARNING - PLEASE SIGN & DATE**

Information requested that is defined by state statute as public may be released on request. Private data containing your permanent address/home telephone number will be used only to contact you to work for an election. If you become employed with the city, your social security number will be released to the Social Security Administration and Internal Revenue Service for payroll and tax purposes. You are not legally required to provide the information. Failure to do so may result in a delay in notifying you. This information is available only to the person the information is about, and anyone authorized by you or law to see it. I authorize that my address, telephone number, and/or email can be given to another election judge or school board election personnel for the sole purpose of contacting me to work for an election. I understand that my party designation is private and not released to outside groups. I waive my right to claim and hereby agree to hold harmless the City of Alexandria and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.
- By signing here I affirm that I am 18 years of age or older, a United State Citizen, able to read, write and speak English fluently and have not had my civil rights denied due to conviction or a felony.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return the completed application to:**  
**City of Alexandria**  
**Election Team**  
**704 Broadway**  
**Alexandria, MN 56308**  
**or by email to:**  
[ariedel@alexandriamn.city](mailto:ariedel@alexandriamn.city)

Office use only:
_____ Signature of City Clerk's Office
_____ Date