

ELECTION JUDGE JOB INFORMATION

WHO CAN BE AN ELECTION JUDGE

- Must be at least 18 years of age;
- Must be a registered Missouri voter;
- Must declare a party affiliation (Democrat or Republican);
- Must attend a training session prior to Election Day;
- Must have personal means of transportation to your polling place;
- Must be able to work full Election Day; 5 a.m. until completion of duties after polls close;
- Have a working phone number.

HOW TO APPLY

Anyone interested in being an Election Judge should contact the County Clerk's office at (660) 582.2251 or email nodaway.county@sos.mo.gov.

SAMPLE DUTIES

- Set up voting equipment
- Hang all signs, set out American flag, and set up voting stations
- Process all voters
- Operate the election equipment to issue ballots to voters
- Assist voters as requested
- Break down and pack up voting equipment and election materials at the end of the day
- Should be able to lift up to 30 lbs.

FREQUENTLY ASKED QUESTIONS

Q: What is expected of me as an Election Judge?

A: Election Judges are expected to represent the Board of Elections in a professional manner by offering prompt and friendly service to every voter. Election Judges must follow all election laws and carry out the procedures of Nodaway County. Our workers are expected to serve in an unbiased way, staying clear of discussions relating to issues and candidates.

Q: I am a person with a disability. Can I still be a Election Judge?

A: Yes, you can still work as an Election Judge. Be sure to share with your judge

coordinator regarding your specific physical abilities, so we may find the best possible position for you on Election Day.

Q: *What would prohibit me from working as a Election Judge?*

A: Missouri law prohibits you from working if you hold any public office. It also prohibits you from working at any polling place where you or a family member appears as a candidate on the ballot. Cannot work if you have a prior felony.

Q: *Why do I have to declare a party affiliation?*

A: RSMo 115.081 requires that Election Judges declare a political party and that each location be staffed to equally represent those political parties.

Q: *Where do I go for training?*

A: Training takes place at our onsite facility, located at our offices in Maryville. We offer several class times.

Q: *Will I be paid for training?*

A: Yes, Election judges will be paid \$10 for attending the one hour class. Class attendance is recommended.

Q: *How much will I be paid as a Election Judge?*

A: Pay starts at \$110 for working Election Day.

Q: *What are the hours I am expected to work?*

A: Every Election Judge must arrive at their assigned location at **5 am** and must remain until the location has closed and packed away all voting equipment. Polls close at **7 pm**, with any voters in line at that time still able to cast their ballot.

Q: *Can I work a half day on Election Day?*

A: We do not encourage half day shifts. However, there are times where we have made this work. We can only offer a half-day shift if we find a reliable individual to cover the other part of the day.

Q: *Where will I be working on Election Day?*

A: Every effort is made to place Election Judges at the polling place closest to their home.

Q: *Can I work with my friend who is already a Election Judge?*

A: If you have a friend that currently works, we will make every effort to place you at the same location.

Q: Will I continue to work with the same group of people in the future?

A: We try to keep groups that work well together for future elections, however there are times where we move people around to accommodate the numbers and even out experience.

Q: When do we break for lunch?

A: Every worker is entitled to one hour for lunch. It is strongly recommend that you bring your lunch to the polling place, and any snacks/drinks you may need throughout the day. The time of your lunch will be determined by the Supervisor Judge, so if you have specific requests you must speak to them first.

Q: What should I wear on Election Day?

A: Remember that you will be working a long day, so dress for comfort. Jeans and tennis shoes are acceptable, but please keep in mind that you are representing a government office. No excessively worn or frayed clothing should be worn, and all clothing should be clean. No clothing showing partisanship should be worn.

Q: When should I expect my Election Day pay?

A: You can expect your pay check to be mailed 3 to 4 weeks after Election Day.

- **Election Judge**

Responsibilities

- Set-up voting equipment
- Help arrange the Polling Place
- Assist in completing Certification Forms
- Operate voting equipment throughout the day
- Pack up voting equipment
- Hang Signs and set-up cardboard kiosks
- Check-in voters
- Pack up supplies/equipment and help load back up
- Set the polling location back up the way you found it

- **Student Election Volunteers**

Requirements:

- Be a United States citizen
- Be at least 15 but under 18 and in the 10th, 11th or 12th grade
- Be in good academic standing
- Have permission from parent or legal guardian and school
- Be willing and able to serve their assigned time and location on Election Day
- Have transportation to and from the assigned polling place
- Not be related to a candidate on the ballot at the assigned polling place
- Work without partisan bias and without promoting any point of view on a candidate or issue