
Requirements for serving as an Election Judge

State requirements

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- 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, parent, 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 Springfield Requirements

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- 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

Election Judge Pay

Election judges can choose to volunteer or can be paid to serve, including pay for required training.

Springfield election judges are paid an hourly wage to attend a training class and for service on Election Day. The current pay rate \$15.00 an hour.

Time Off from WORK to Serve AS AN ELECTION JUDGE

State law allows for time off from work to serve as an election judge ***without loss of wages*** ([Minnesota Statute 204B.195](#)).

To qualify, you must provide your employer with at least 20 days written notice and the pay rate you will receive to serve as an election judge. Elections & Voter Services will provide you with this notice.

Your employer may:

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- Reduce your salary or wages by the amount you are paid as an election judge during the time you are away from work
 - Restrict the number of its employees serving as election judges to no more than 20 percent from a single work site

You may **voluntarily** take a vacation day to be fully paid by your employer and receive election judge pay as extra income; however, an employer may not force you to take vacation or any other form of paid leave.

You may give this [letter to your employer](#), provided by the Office of the Minnesota Secretary of State, to explain the law regarding time off from work to serve as an election judge.

What election judges do

Election judges are the people who help their neighbors cast ballots in every election by running each polling place. Election judges take on multiple roles in the polling place, and you may be assigned to one or more of the following positions during an election day:

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- **Head Judge:** manages the polling place
 - **Greeter Judge:** directs traffic flow and maintains order
 - **Poll Book / Registration Judge:** oversees & helps with set up/ tear down of poll books (iPads), and also oversees the registration process for voters who need to complete their voter registration on Election Day
 - **Ballot Judge:** provides the ballots to voters and explains how to mark a ballot
 - **Ballot Counter Judge:** oversees the ballot counter and hands out "I Voted" stickers
 - Additional duties include setting up and closing down the polling place, and certifying the polling place results