

WASHINGTON COUNTY ELECTION JUDGES' INFORMATION & QUALIFICATIONS

Dates of Elections: **Presidential Primary Election** **April 28, 2020**
 Presidential General Election **November 3, 2020**

Qualifications:

1. Registered voter in Maryland (Washington County residency not required)
2. Must be at least 16 years old (under 18 requires parent permission form)
3. Party Affiliation - Democrat, Republican, Unaffiliated, or other recognized party
4. US Citizenship
5. Able to speak, read and write the English language and possess basic math skills
6. May not be a candidate, campaign manager, or treasurer for a candidate
7. Must have good listening and communication skills
8. Able to handle a long day of approximately 15 to 16 hours
9. Must be able to lift approximately 25 - 30 pounds (with assistance)
10. Must have own transportation to Training and on Election Day

Responsibilities:

1. Required attendance at scheduled judges' training classes
2. Attend mandatory meeting on the Monday evening, prior to the Primary and General Election Day, at your assigned polling location
3. Term of appointment is for both the Primary and General Elections
4. Report at 6:00 a.m. Election Day and remain in the polling place until approximately 9:30 p.m. or excused by the Chief Judge
5. Be timely in reporting for Election Day set-up the night before and on Election Day morning
6. Dress appropriately, as required, in business casual attire on Election Day
7. Maintain a positive and professional attitude
8. Participate in set-up as well as opening and closing of polling place

We provide:

1. Training and Election Day support
2. Detailed manual of responsibilities to be performed
3. Absentee Ballot provided at your request if you are not working in your home precinct

Salaries: (per day) Chief Judges \$225 All other Judges \$175

Location of Work: May work in any of the precincts located within Washington County. We will try to get you as close to your home precinct as possible, but this is not guaranteed.

Location of Training: To be determined

FOR ALL JUDGES: **Failure to serve will cause the training fee to be forfeited.**

See Positions Descriptions and Duties on the back side of the form

The polls in Maryland open at 7:00 AM and close at 8:00 PM on Election Day

During a Primary Election, Early Voting Centers open at 10:00 AM and close at 8:00 PM during Early Voting

During a General Election, Early Voting Centers open at 8:00 AM and close at 8:00 PM during Early Voting

Position Descriptions and Duties – please read carefully:

Chief Judge: In each precinct, a Democratic and Republican Chief Judge are appointed. They are the Supervisors of the polling place and share equally the responsibility of operating the polling place. Their duties include, but are not limited to:

- Pick up election supplies and contact each election worker assigned to their precinct.
- Coordinate the “night before Election” set-up by contacting the polling place prior to Election Day to arrange the set up of the polling place room the day before Election Day, if permissible. Set up the polling room in accordance with the polling place diagram the day/evening prior to Election Day;
- Oversees polling place operation in its entirety on Election Day, from the Opening of the electronic pollbooks, Scanning Units, Ballot Marking Devices (BMDs), and voting booths to following all Closing procedures and completing all required paperwork;
- Close the polls and return the supplies – as a bipartisan team.

Check-in Judge/Ballot Distribution Judge:

- Assist with Monday night set-up;
- Set up, connect and operate the electronic pollbook and printer.
- Identify if a regular or provisional ballot will be issued and issue appropriate voter notification card;
- Verify quantity of paper ballots and ballot activation cards. Issue appropriate ballot based on ballot style required;
- Close, pack and secure the electronic pollbooks and printers and assist with closing the polls; and
- Any other duties assigned by the Chief Judges.

Voting Judge:

- Assist with Monday night set-up;
- Set up the Scanning Unit, Ballot Marking Device (BMD) and voting booths;
- Verify voter has received the correct ballot style and instruct voter how to insert their ballot into the Scanning Unit;
- Monitor activity around all voting equipment and voting booths.
- Instruct voter about spoiling their ballot and how to receive a replacement ballot;
- Count and report number of voter authority cards;
- Close and secure the Scanning Unit(s), Ballot Marking Device(s) and voting booths and assist with closing the polls; and
- Any other duties assigned by the Chief Judges.

Provisional/Same Day Registration Judge:

- Assist with Monday night set-up;
- Set up, connect and operate the electronic pollbook, printer and barcode scanner;
- Identify if Same Day Registration voter requires a regular or provisional ballot and process appropriately;
- Provide a provisional voter with a Provisional Ballot Application and the appropriate ballot;
- Close, pack and secure the electronic pollbooks and printers and assist with the closing the polls; and
- Any other duties as assigned by the Chief Judges.

Technical Judge – computer training and technical background preferred.

- Assist with Monday night set-up;
- Point of contact at the polling place for questions concerning all voting equipment. Work closely with the Chief Judges;
- Working knowledge of the setup, networking and synchronization of the pollbooks and all voting equipment;
- Verify all equipment is connected to power and batteries are charging;
- Ensure that at least (1) pollbook and ballot marking device is ready by 7:00 a.m.;
- Troubleshoot equipment as directed by the Election Office;
- Substitute for any of the judges’ positions and any other duties as assigned by the Chief Judges.

Substitute Election Judge: Trained to replace an election judge who is unable to work on Election Day.