



Be an election judge for the 2018 elections

Primary Election Day is Tuesday, June 26, 2018. General Election Day is Tuesday, November 6, 2018.

DUTIES: Election judges are responsible for administering voting procedures in their precinct and ensuring a fair and accessible election for all eligible voters. Duties include setting up and breaking down a polling place before and after voting hours. Other duties may include checking in voters, assisting voters, and overseeing all election procedures throughout the polling place.

MINIMUM QUALIFICATIONS: To be an election judge, you must be:

- 1. 17 years old or older*;
- 2. A registered voter in the State of Maryland;
- 3. Able to speak, read, and write English;
- 4. Physically and mentally able to work at least a 15-hour day;
- 5. Willing to work outside your home precinct; and
- 6. Able to sit and/or stand for an extended period.

* If you are 17 years old, you can serve if you demonstrate, to the satisfaction of the county Board of Elections, that you meet the requirements for an election judge and at least one parent or guardian gives permission.

NOTE: Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

Additionally, you **cannot** be an election judge **and** a:

- 1. Candidate or currently hold a public or political office, including State and county political party central committees; or
- 2. Chairman, campaign manager or treasurer for a political or candidate committee.

No experience is required, and the local board of elections in your county will provide comprehensive mandatory training. Knowledge of computers is preferred but not necessary. Bilingual speakers are encouraged to apply.

TO APPLY: Complete the requested information below. Please mail the completed form to Baltimore City Board of Elections, Benton Office Building, Room 129, 417 E. Fayette Street, Baltimore, Md 21202 or fax to 410-727-2207.

Please do not submit a resume.

Name _____

Street Address _____

Mailing Address (if different) _____

City _____ Zip code _____ County of Residence _____

Daytime Phone _____ Evening Phone _____ Cell Phone _____

Email _____ Party Affiliation _____ Date of Birth ____/____/____

Are you a high school or college student? yes no Computer Experience: High Medium Low

Are you a county or state employee? yes no

By signing this form, I agree that I meet all the qualifications required of an election judge in Maryland.

Signature

Date

There Are Four Types Of Election Judges:

Chief Judges:

These are the supervisory officials responsible for ensuring an orderly election. They have many varied responsibilities including: checking the polling place prior to election day; planning the set up and flow of the polling place using the site survey provided; assigning work to other election judges; supervising the opening of the ballot marking device, scanning unit; explaining how to use the ballot marking device and scanning units; reviewing the specimen ballot with voters; substituting for election judges when necessary; completing all necessary paper work; maintaining the peace and protecting the integrity of the voting process; making all necessary telephone calls to the Baltimore City Board of Elections; posting precinct voting totals; closing the polls; and returning the supplies, as a bipartisan team, to the office at 417 E. Fayette Street Rm 129.

Check-in Judges:

Responsibilities include: assisting in opening the polls; verifying voters' information in the precinct register using the electronic pollbook; issuing voter authority cards; issuing correct ballots; checking voter identification for certain first time voters; referring all problems to the chief judges; assisting in closing the polls; and completing any other duties assigned by the chief judges.

Provisional Ballot Judges:

Responsibilities include: assisting in opening the polls; providing a voter with a provisional ballot application and ballot; assisting a voter, when necessary, with the completion of provisional ballot forms; ensuring the security of all provisional ballot materials (voted and unvoted); assisting in the closing of the polls; and completing any other duties assigned by the chief judges.

Voting Area Judges:

Responsibilities include: assisting in opening the polls; counting and verifying the voter authority cards; monitoring activity around the scanning unit(s); explaining the voting process to the voters; directing voters to the scanning unit; checking the voter authority card and initialing it before ballot is inserting into scanning unit; assisting in the closing of the polls; explaining how to use the ballot marking device and scanning units, and completing any other duties assigned by the chief judges.

Term of Office

The term of office is approximately two years and ends thirteen weeks before the 2018 Gubernatorial Primary Election. You are expected to serve as an election judge for all elections held during that period.

Compensation:

- Chief Judge: \$225.00
- Check-in, Provisional Ballot and Voting Area Judge : \$165.00

Each Judge works as part of a team including one Democratic Judge and one Republican Judge. If you would like additional information concerning Election Judges, please call the Election Judge Recruiters at (410) 396-5580.

Mandatory Training Class

You are required by law to attend a training class and to serve on the day(s) you are assigned to work. You will receive compensation of \$20.00 for attending the training session; however, YOU must work both the primary and the general election to receive this compensation.