

# WASHINGTON COUNTY BOARD OF ELECTIONS

## INFORMATION AND QUALIFICATIONS

FOR

## BECOMING AN ELECTION JUDGE

**General Election:** Tuesday, November 5, 2024 from 7am – 8pm

**Early Voting:** Thursday, October 24 – Thursday, October 31 from 7am – 8pm

### **Election Judges must:**

- Be a registered voter in the State of Maryland
- Be at least 16 years old (under 18 requires Parental Consent Form)
- Be able to speak, read and write the English language and possess basic math skills
- Be physically and mentally able to work a 15-hour day
- Be able to lift 25 - 30 pounds (with assistance)
- Have transportation to required training class, election day, and any chosen early voting days
- Have good listening and communication skills
- Not be a candidate, or a campaign manager or treasurer for a candidate

### **Responsibilities:**

- Attend the required 3 to 4 hour training class prior to election day
- Attend a brief meeting and help set-up Monday evening prior to election day at your assigned polling place
- Report at 6:00 am on Election Day and remain in the polling place until the polls close
- Dress appropriately, as required, in business casual attire on Election Day
- Maintain a positive and professional attitude

### **We provide:**

- Training and election day support
- \$50 for attending training class
- A detailed Manual of responsibilities to be performed

### **Salaries:**

- Judges earn between \$250 and \$400 per day depending upon election judge work history and position worked

### **Attention: State of Maryland Employees**

Under a State law, *State of Maryland* employees who are scheduled to work on Election Day are entitled to use administrative leave to serve as an election judge and keep the compensation received for service as an election judge. Note: Only State employees scheduled to work on Election Day are entitled to use administrative leave.

## **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. Duties include, but are not limited to:

- Pick up election supplies the weekend (Saturday morning) prior to Election Day.
- Three weeks prior to Election Day contact all judges on the Precinct List to discuss food options for election day and to discuss the “night before Election” set up time.
- Coordinate the “night before Election” set-up by contacting the polling place’s contact person prior to Election Day to arrange the set-up time 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.
- Oversee 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 Election Night – as a bipartisan team.

### **Check-in/Ballot Distribution Judge:**

- Assist with Monday night set-up.
- Set up, connect and operate the electronic pollbook and printer, and assist with opening of the polling place election day morning.
- Verify quantity of paper ballots and ballot activation cards.
- Identify if a regular or provisional ballot will be issued and issue appropriate voter authority card.
- Issue appropriate ballot based on ballot style required or ballot activation card requested.
- Close, pack and secure the electronic pollbooks and printers when closing the polling place.
- Complete required paperwork.
- Assist in closing of the polling place.

### **Voting Judge:**

- Assist with Monday night set-up.
- Set up the scanning unit(s), and voting booths the night before election day and assist in the opening of the polling place election day morning.
- Verify voter has received the correct ballot style.
- Instruct voter on 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 replacement ballot.
- Count and report number of voter authority cards
- Close and secure the Scanning Unit(s), and Voting Booths when closing the polling place.
- Assist in closing of the polling place.

**Ballot Marking Device Judge:**

- Assist with Monday night set-up.
- Set up the Ballot Marking Device and assist in the opening of the polling place election day morning.
- Instruct voter on the use of the Ballot Marking Device(s).
- Monitor activity around the Ballot Marking Device(s).
- Close and pack Ballot Marking Device when closing the polling place.
- Assist in closing of the polling place.

**Provisional/Same Day Registration Judge:**

- Assist with Monday night set-up.
- Set up, connect and operate the electronic pollbook, printer and barcode scanner and assist in the opening of the polling place election day morning.
- 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 when closing the polling place.
- Assist in closing of the polling place.

**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 while working 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. election morning.
- Troubleshoot equipment as directed by the Election Office.
- Assist in closing of the polling place.

**Greeter Judge:**

- Assist with Monday night set-up.
- Trained in security procedures.
- Identify voters who need to register to vote.
- Identify voters who brought their mail in ballot with them.
- Streamline the traffic flow during peak times.
- Direct voters to available check-in tables.
- Any other duties as assigned by the Chief Judge.
- Assist in closing of the polling place.

**NOTE: All positions are required by the State of Maryland to take the 3 – 4 hour training class.**

**Training must be taken in order to work Election Day**