

Elections Time Commitment and Job Description for Election Judges

Thank you for your interest in being part of the Mesa County Elections Team as an Election Judge. As an election judge, you will learn about Mesa County's election process.

Requirements for Election Judges:

Election Judges must:

- Be a United States Citizen
- Be 18 years of age or older
- Be registered to vote in Colorado
- Pass a Colorado Bureau of Investigation (CBI) background check
- Complete the onboarding process, including paperwork, orientation and training
- Must work all assigned dates and hours, including trainings
- Have never been convicted of any election offense or fraud
- Not have a family member (to the 2nd degree) on the ballot
- Be physically and mentally able to perform the duties of the position
- Arrange your own transportation to and from your work location
- Provide your own meals/beverages for your shift

Several types of Election Judge positions are available. We do our best to fit the right person with the right job. The various positions are described below. Make note on the interest form the positions you are interested in. Training will be provided for each position.

Voter Service and Polling Center Positions (VSPC):

Site Supervisor

- Oversee all aspects of the VSPC set up, processes, and takedown
- Ensures that proper procedures related to voters, election judges, watchers, electioneering, and public safety are followed
- Point person for the VSPC
 - Assists with Election Watchers and any other VSPC guests
- Manage VSPC staff
 - Schedule and manage breaks
 - Fill in for other positions during breaks and lunches
- Responsible for issuing Statewide and Provisional Ballots
- Responsible for spoiled or voided ballots at the VSPC
- Responsible for quality control checks
 - Oversees equipment and chain of custody
- Responsible for wait times
- Assist ePollbook judges with address issues, computer issues, and other potential issues
- Perform opening and closing procedures
 - Balance VSPC at the end of the day
- Address voter challenges
- Attention to detail

Greeter

- Provide voters with appropriate forms
- Must quickly assess the voter's needs
- Help guide voter to next steps in voting process
- Assisting voters who are dropping off mail ballots
- Responsible for VSPC signage in and outside of VSPC
- Announce that "polls are open" and "polls are closed"
- Responsible for line management
- Assist the Site Supervisor with wait time collection
- Responsible for the VSPC In-Person and Mail Ballot Box Chain of Custody
- Assist the Supervisor with the VSPC set-up and takedown

ePollbook Judge

- Assists voters with voter registration, updating existing registrations, giving vote credit, and replacing a voter's mail ballot via computer
- Issue mail ballots and in-person ballots
- Responsible for ballot inventory and daily balancing
- Assists the Supervisor with the VSPC set up and takedown
- Attention to detail

Ballot Judge

- Oversees the use of ballot marking device machines
 - Verifies chain of custody
 - Keeps printer stocked with paper
- Assist voter with any issues with ballot marking device machines
- Responsible for opening and closing ballot marking device machines
- Responsible for cleaning and sanitizing the VSPC
- Assist the Supervisor with the VSPC set-up and takedown
- Attention to detail

Exit Judge

- Must quickly assess the voter's needs
- Oversee voters dropping in-person ballots into the ballot box
- Responsible for making sure that a voter does not leave VSPC with a voted ballot
- Distributes "I Voted" stickers
- Assist the Greeter Judge when necessary with line management
- Responsible for VSPC signage in and outside of VSPC
- Responsible for the VSPC In-Person and Mail Ballot Box Chain of Custody
- Assist the Supervisor with the VSPC set-up and takedown

Statewide Ballot Judge (Election Day only and at selected sites)

- Issue statewide ballots for Site Supervisor

Ballot Processing – Central Count

Ballot Runner

- Collect ballots from secure 24/7 drop box locations and VSPCs
- Must be able to lift up to 50 lbs with the assistance of a partner
- Work in a bipartisan team
- Must have a clean driving record

Intake Judge

- Intake ballots from Ballot Runners or from VSPC
- Responsible for ballot sorting
- Responsible for scanning undelivered ballots
- Attention to detail

Signature Verification and Ballot Opening Judge

- Verify signatures
- Must have excellent computer skills
- Remove ballots from envelopes
- Identify damaged ballots
- Flatten ballots for processing
- Attention to detail

Tabulation Judge

- Load and scan ballot batches
- Secures ballots in batches for storage
- Checks the ballots for tears or blemishes
- Must have excellent computer skills
- Attention to detail

Adjudication and Duplication

- Adjudicate ballots when necessary
- Duplicate ballot when necessary
- Follows the Secretary of State Voter Intent Guide
- Attention to detail

Other Positions

Health Care Facility / Residential Facility Judge (HCF)

- Collect ballots and supplies for assigned visits
- Deliver ballots to residents of the HCF
- Assist voters at HCF
- Return the ballots to Intake

Drive-Up Tent Team (Election Day Only)

- Work outside for the duration of the shift
- Work a long shift
- Manage traffic so that there is not any obstruction to other operating events/functions
- Collect the ballots from voters who drive up to drop box locations
- Securely deposits ballot into drop boxes

Student Judges

- Must be a high school junior or senior in good standing
- Serve along side an adult election judge
- Must work on Election Day

Front Office Judge

- Process voter registrations
- Issue mail ballots to voters
- Will audit voter service and polling center paperwork
- Must be able to operate a variety of office equipment including a computer, calculator, fax machine, and copier with minimal instructions
- Assist the public in person, through email, and on the telephone by directing them to the appropriate person or service

Length of Assignment

Typically, judges will begin their service 4 to 6 weeks before the election. This will include training, onboarding with human resources, and time working the election.

Ballot processing hours will vary depending on volume. Typically, hours will be Monday through Friday; potential weekends (including Sunday).

Voter Service and Polling Centers will have more set hours Monday through Friday and will work one Saturday during the election cycle.

Health Care Facility Judges will begin visiting centers 45 day before the election. Onboarding and training will occur before the visits begin.

Judges who work in the front office would start 45 days before the election.

Compensation

Election Judges are paid an hourly wage. Rates may vary depending on job functions.