

## QUALIFICATION & REQUIREMENTS TO SERVE AS AN ELECTION JUDGE

### Election Judges must meet the following qualifications:

- I am a citizen of the United States
- I am 18 years of age or older
- I am a resident of Carbon County
- I am currently registered to vote in Carbon County
- I am not a candidate running for office in the election, and I am not a spouse, parent, child or sibling of a candidate or a candidate's spouse or the spouse of any of these. \*
  - \*This requirement does not apply to candidate for precinct offices
  - \*\*Please note: If you are a candidate or relative of a candidate, please inform the Election office. You may still be eligible to serve if you can serve in a precinct in which the candidate does not appear on the ballot.

### In addition, Election judges must meet the following requirements:

- I will act professionally, courteously, and impartially while acting as an election judge, I will follow election laws and rules, and I will remain unbiased with respect to election day issues and candidates.
- I will refrain from making personal and political opinion comments while serving as an Election Judge.
- I can work independently, follow procedures and instructions, and I am willing to rotate positions throughout the day.
- I am fluent in reading and writing the English language.
- I am willing to attend at least 2 hours of mandatory training, and I will review the Election Judge Manual prior to Election Day.
- I have reliable transportation and will arrive at my assigned polling place location at my assigned time.
- I will remain at my assigned poll location until 9pm or until I am excused by the Chief Election Judge or other election official in charge at my site.
- I understand elections judges must sit and/or stand for extended periods of time. I have no physical restrictions that would prevent me from performing Election Judge duties.
- I understand that election judges are responsible for the security of election equipment and supplies, and I will handle and monitor all such equipment and supplies exactly as instructed. I agree to immediately report to the Chief Election Judge or other election official in charge at my site any malfunction or occurrence that may threaten the security of the election materials.
- I agree to complete all documentation required for my assigned position's responsibilities, as accurately as possible.
- I understand that ballot reconciliation forms require that I can apply the fundamental rules of mathematics (addition, subtraction, division, and multiplication). I am capable of and skilled in applying the fundamental rules of mathematics.

- I can provide a minimum two-week notice for cancellations. This allows the Elections Department to find alternate Election Judges to work.

**If you can answer yes to each qualification and requirement, we invite you to apply to serve as an election for future county elections.**

# ELECTION JUDGE APPLICATION

## Registered Voters Only

I wish to serve as an Election Judge in Carbon County. I understand that I must be a Carbon County registered voter and reside in Carbon County in order to serve. By returning this application, I am to answer YES to each qualification and requirement to serve as an election judge as provided in pages 1-2 of this application. **PLEASE TYPE OR PRINT LEGIBLY**

### \*Required fields

First Name\*

Last Name\*

Residential Street Address\*

Apartment Number

City\*

State\*

Zip Code\*

Mailing address, if different from your residential address

City

State

Zip Code

Date of Birth\*

Home phone\*

Cell Phone\*

Email (please verify that spelling is correct) \*

Retype Email address\*

Will you accept an assignment outside your home precinct? \*     Yes     No

My preferred method of contact is:     Home phone     Cell phone     Email     Mail

Political Party Preference:     Democrat     Republican     Independent     Non-partisan

\*\*This question is optional. Some tasks on election day require election judges of different political parties where feasible. If you affiliate with or prefer a political party, please indicate that political party. All party affiliations are welcome. Please note that if you provide a party preference or affiliation here, your name may be forwarded to the County Central Committee of your selected party to assist with your appointment.

I have the following skills that could be useful as an election judge (check all that apply):

- I am a “people person.”
- I am meticulous and skilled at tasks that require close attention to detail, and I would be interested in assisting with processing outgoing ballot mailings and voter notice mailings and/or processing incoming mailed ballots to prepare them for tabulating.
- I am interested in serving as a chief election judge, and I have **previously served** as a **chief** election judge in the past.
- I am interested in serving as a chief election judge, but I have not served as a chief election judge in the past. I have, however, served as an election judge in the past, I am willing to attend additional training for chief election judges, and I am capable of handling stressful problems calmly to ensure polling places provide professional, impartial service to every voter.
- I have other skills or background which I believe could be of use to Carbon County Elections, including:

I would be interested in (check all that apply)

- Working additional days leading up to and after an election
- Working nontraditional shifts (late evening and/or early morning shifts)
- Working nonfederal elections, such as school elections, special elections, and municipal elections.
- Working other duties as assigned

By returning this application, I certify that all information that I have provided in this application is correct. I understand that providing false information may disqualify me from further consideration as an Election Judge or result in immediate dismissal, if discovered at a later date.

Signature of Applicant\*

Date

You may return this form via email at [elections@co.carbon.mt.us](mailto:elections@co.carbon.mt.us) or this form may be printed and returned by mail or in person to:

Carbon County Elections Office  
17 W 11<sup>th</sup> St  
PO Box 887  
Red Lodge, MT 59068