REQUIREMENTS OF AN ELECTION JUDGE

Election Judges assist voters at the voting sites during Early Voting and on Election Day. In addition, Election Judges assist the Elections Office with data entry, ballot transport, scanning, receiving, and counting ballots.

In order to serve as an Election Judge, you must:

- Be a United States citizen
- Be a registered voter in Colorado
- Be mentally and physically able to perform the assigned tasks
- Not have been convicted of fraud or any election offenses
- Not be related to any candidate on the ballot
- Attend a mandatory, paid training class

All positions also require:

- Flexible and extended hours
- Availability all days
- Attention to detail
- Teamwork
- Legible handwriting

Please note, the position you are applying for will require a Colorado Bureau of Investigation Background Check and may require a skills assessment and/or a drug test.

HOW DO I BECOME AN ELECTION JUDGE?

Complete and submit an Election Judge Application, which can be found:

- **On our website** - www.votelarimer.org
- **In our office** - 200 W Oak St, Suite 5100, Fort Collins, CO 80521
- **By calling us** - 970-498-7820
- **In all Larimer County Vehicle Licensing Offices**

Return the Application:

- **By mail** - Larimer County Elections, PO Box 1547, Fort Collins, CO 80522
- **By fax** - 970-498-7847
- **By email** - electionjudges@larimer.org
- **In person -** 200 W Oak St, Suite 5100, Fort Collins, CO 80521

We will review all applications. If there is an available position and the application is approved, an appointment letter will be sent to the applicant.

We now have an application you can complete online and submit electronically at www.votelarimer.org.

LARIMER COUNTY
COMMITTED TO EXCELLENCE

VOTE LARIMER ™

BECOME AN ELECTION JUDGE

LARIMER COUNTY 2020 ELECTION JUDGE INFORMATION

Angela Myers
Clerk & Recorder
PO Box 1547
Fort Collins, CO 80522
970.498.7820
970.498.7847 (fax)
www.votelarimer.org
elections@larimer.org

VOTER SERVICE AND POLLING CENTER (VSPC) POSITIONS

Greeter/Ballot Box
- Greet and assist voters
- Monitor the mail, in-person and provisional ballot boxes
- Switch out the ballot boxes with the Ballot Transfer Team

Computer/Paper Ballot
- Register voters
- Issue ballots
- Secure computer and paper ballot supplies

PSP - Provisional/Statewide/Property Owner Ballots
- Issue provisional ballots
- Issue statewide mail ballots
- Issue property owner ballots
- Assist voters

ICX
- Activate voting sessions on ICX units
- Assist voters with ICX units upon request
- Monitor and troubleshoot ICX units

Supervisor
- Oversee all aspects of the VSPC
- Serve as a resource for Elections Judges
- Handle situations or problems at the VSPC

Wait Time Tracker
- Monitor lines at the VSPC
- Record voter wait times
- Report wait times electronically

VARIOUS POSITIONS

Ballot Drop-Off (Grocery Stores/Drive Thru)
- Greet voters
- Monitor the ballot boxes
- Switch out ballot boxes with the Ballot Transfer Team

Healthcare Facilities (HCF)
- Deliver ballots
- Assist voters if requested
- Maintain security of ballots and voting materials

Ballot Transfer/Batching
- Drive county vehicles to and from voting sites and 24-hour ballot boxes throughout Larimer County
- Drop off/pick-up ballot boxes/supplies
- Sort/prepare ballot envelopes for the counting process
- Clean driving record/mandatory drug test
- Mostly afternoon/early evening shifts
- Lifting, standing, bending, stooping

IT Support/Setup
- Install and troubleshoot PC equipment
- Assist with setup of VSPCs
- General computer troubleshooting

Data Entry/Phone Bank
- Perform data entry
- Answer phone calls from the public about voter registration and the election
- Utilize computer and phone skills

COUNTING PROCESS POSITIONS

Ballot Receiving
- Receive, count, sort, prepare ballot envelopes for counting
- Computer skills preferred
- Lifting, standing, bending, stooping

Floater
- Ballot removal, counting, duplication processes as needed
- Assist in administrative tasks, testing, audits, etc.

Ballot Sorting Machine
- Operate ballot envelope sorting machine
- Assist Ballot Receiving Team
- Assist with Signature Verification and administrative tasks as needed
- Computer skills required
- Very physical position
- Lifting, standing, repetitive motion

Signature Verification
- Verify signature of electors on mail ballot envelopes
- Computer skills required

Ballot Removal
- Verify ballot envelope counts
- Separate ballot envelopes from ballots
- Operate ballot envelope opener machine
- Prepare ballots for counting

Counting
- Process ballots through optical scanners

Duplication/Adjudication
- Duplicate damaged ballots

Mandatory training will be provided for all positions.

Election Judges are paid $12.00 per hour for working and training.

Preferences for specific positions should be made on the Election Judge Application.