

Job Title: Election Judge for the General Election

Location: San Juan County, Colorado

Election Dates: October 21st through November 5th, 2024

Job Type: Temporary/Part-Time

Compensation: \$18/h to \$21/h (based on experience and duties)

Job Summary:

San Juan County is seeking civic-minded individuals to serve as Election Judges for the upcoming General Election on November 5, 2024. This position offers a unique opportunity to contribute to the democratic process and serve your community. No experience necessary. As an Election Judge, you will play a crucial role in ensuring a fair, accessible, and well-organized election. This position involves working at the Voter Services and Polling Center (VSPC) located at the County Courthouse, 1557 Greene Street, Silverton, Colorado, 81433.

Key Responsibilities:

- **VSPC Setup and Opening:** Assist in the setup of the VSPC, ensuring that all voting equipment, signage, and materials are properly arranged and ready for voters when the center opens.
- **Voter Assistance:** Verify voter registration, issue ballots, and provide guidance on voting procedures. Ensure that voters understand how to use voting machines and other equipment.
- **Maintain Order:** Ensure that the VSPC remains organized, orderly, and accessible to all voters. Address any issues that arise, such as long lines or voter confusion.
- **Ballot Security:** Safeguard all election materials, including ballots, ensuring that they are handled and stored according to county and state regulations.
- **VSPC Closing and Tallying:** Assist in closing the VSPC, including securely transporting ballots and election materials to the designated counting center. Assist in the preliminary tallying of votes if required.
- **Compliance:** Ensure that all actions taken comply with Colorado election laws, including voter identification requirements, signature verification, and election procedures.
- **Training:** Attend mandatory training sessions prior to the election to become familiar with election procedures, equipment, and regulations.

Qualifications:

- **Age Requirement:** Must be at least 18 years of age by Election Day.
- **Citizenship:** Must be a U.S. citizen and a resident of San Juan County.

- **Voter Registration:** Must be a registered voter in San Juan County, Colorado.
- **Impartiality:** Must not be a candidate or closely related to a candidate on the ballot in the current election. While we are primarily looking for individuals registered with either the Democratic or Republican parties, unaffiliated and minor party voters are also welcome to apply.
- **Integrity:** Must never have been convicted of election fraud, any other election offense, or fraud. Candidates must pass a background check.
- **Availability:** Must be available to work a full day on Election Day, November 5, 2024. Additionally, availability is required for full days or half days during the week starting October 21, 2024. The VSPC will also be open for a half day on Saturday, November 2, 2024, and candidates should be available on that day. Further, attendance is required for a half-day training on October 15th.
- **Skills:** Strong communication and organizational skills, attention to detail, and the ability to work under pressure in a fast-paced environment.
- **Physical Requirements:** Ability to lift up to 25 pounds and stand for extended periods.

Application Process:

Interested applicants should complete the Election Judge application form available at the San Juan County Clerk's office or on the county's official website. Applications are due by October 1st. Selected applicants will be notified and required to attend mandatory training sessions.

Training Dates:

Training sessions will be held on Tuesday, October 15th from 9AM to 1PM at the office of the County Clerk and Recorder. Attendance is required.
