

# Election Judge Position Information Sheet

## What are Voter Service and Polling Centers?

Voter service and polling centers (VSPCs) are satellite locations of the Denver Elections Division providing the following services to voters:

- Mail ballot services
  - Replacement ballots
  - Ballot boxes for returned mail ballots
  - Drive-through drop-off ballot boxes (not at all VSPC locations)
  - Secure 24-hour ballot boxes (not at all VSPC locations)
- Voter registration
- In-person ballots
- Ballot Marking Devices (compliant with HAVA and ADA)
- Provisional ballots

## Election Judge Assignment Duties

- Election judge placements are made considering political party affiliation balance. Each assignment includes a variety of duties that should be performed as accurately as possible.
- VSPC hours (Although these are the hours of operation you will be requested to arrive before opening and stay after closing) \*\*\*Hours for November General will be Monday – Friday 8 am to 6 pm, Saturday 8 am to 5 pm, Election Day 7 am to 7 pm.
- Training is required to work at a VSPC, training is hybrid part will be online and the other will be an in-person requirement that takes place at the Denver Elections Division, 200 W. 14<sup>th</sup> Avenue Ste. 100. You must complete all training required for the position you are assigned.
- Time commitment for these positions will range from 2 days to 18 days

## Support Judge (Inside/Outside) (friendly and customer service-oriented)

Support judges closely follow all procedures as directed by their supervisor. Support judges may be stationed inside and/or outside of their VSPC. Support judges perform a variety of duties including:

- Monitoring and guarding the ballot boxes.
- Greeting voters and directing them to the ballot box, registration table or supervisor.
- Ensuring that voters who have used a mail ballot packet have signed and sealed their return envelopes.
- Handing out “I Voted” stickers as voters deposit their ballots.
- Alerting the supervisor to issues of concern as witnessed by voters or election judges.
- Assisting in the opening and closing of the VSPC as well as other duties specifically assigned by the supervisor.
- Performing other duties as assigned by their supervisor.

## Voting techs (Excellent skills in technology, computers and tablets)

Voting techs closely follow all procedures as directed by their supervisor and the *Voting Tech Manual*. Voting techs are stationed in the VSPC. Voting techs perform a variety of duties including:

- Program tablets if a voter would like to vote on a tablet and not a paper ballot
- Helps assist voter on tablet devices if requested
- Troubleshoot equipment if required
- Administer tablet functionality
- Assisting in opening and closing procedures.
- Performing other duties as assigned by their supervisor.

### **Registration Judge (excellent computer skills, detail-oriented)**

Registration judges closely follow all procedures as directed by their supervisor and the *Registration Judge Manual*. Registration judges are stationed at the check-in table and perform a variety of duties including:

- Processing voter records on laptop computers using e-pollbook.
- Ensuring that all processes and procedures pertaining to the use of e-pollbook are accurately and effectively carried out.
- Completing all ballot and registration requests as outlined in the *Registration Judge Manual*.
- Assisting in opening and closing procedures.
- Performing other duties as assigned by their supervisor.

### **Supervisor/Assistant Supervisor (excellent computer skills, attention to detail)**

Having received supervisor, registration judge, voting tech, and overview training, the supervisor oversees the VSPC and ensures all procedures are properly followed, including:

- Directing activities and procedures related to opening and closing the VSPC.
- Ensuring that proper procedures related to voters, election judges, poll watchers, electioneering, and public safety are followed as outlined in the *Supervisor Manual*.
- Assisting voters with the following:
  - Provisional ballots
  - Voters who need assistance due to a disability
  - Non-English speaking voters
  - Voter challenges
  - Emergency procedures
- Overseeing the work of service center election judges and general VSPC operations.
- Acting as the contact between the VSPC, poll watchers, ballot security teams, field representatives, and Denver Elections Division officials.

### **Contingency Election Judge**

Contingency election judges are trained to fill in for any of the above assignments and are assigned if an election judge fails to show up for their assignment, or is relieved of their assignment. Contingency judges can be placed in almost any position where the need arises.

=====

### **Ballot Processing Judges**

Election judges assigned to work in the ballot processing rooms receive, verify, prepare, and count ballots at the Denver Elections Division. Listed below are the job responsibilities of election judges working in the following ballot processing rooms: ballot receiving, signature verification, ballot preparation, and ballot counting.

All of these positions work at the Denver Elections Division, 200 W. 14<sup>th</sup> Ave Ste. 100. THERE IS NOT FREE PARKING DOWNTOWN. The hours are Monday – Friday 8 am to 6 pm, hours can vary depending on the work load. On Election Day, you can expect to start work in the afternoon and work very late into the evening. The positions require as much flexibility in your schedule as possible. Many of these positions work after election day until we are done counting all ballots.

### **Ballot Receiving (repetitive lifting and repetitive movements)**

- Sort ballots with special requirements.

- Maintain a high level of accuracy.
- Stand for long periods of time,
- Repetitive motion
- Lift 10-30 lbs.
- Time commitment: 25 days

### **Signature Verification (excellent computer skills needed)**

- Review signatures on all mail ballots.
- Adhere to established guidelines and procedures.
- Use a mouse, keyboard, computer, and SCORE system to accurately process ballots.
- Maintain a high level of accuracy.
- Keep work space organized at all times.
- Time commitment: 25 days

### **Ballot Preparation (repetitive lifting and repetitive movements)**

- Remove ballots.
- Flatten ballots.
- Prepare ballots to go into the imprinting station and then to be counted.
- Time commitment: 10 to 15 days

### **Ballot Counting (excellent computer skills needed, attention to detail)**

- Imprint ballots
- Flatten and feed ballots into the ballot scanners.
- Operate the computer attached to the ballot scanners.
- Box counted ballots.
- Fill out a counting label accurately, using addition and subtraction to ensure there are no discrepancies.
- Use the *Secretary of State Voter Intent Guide* to resolve ballots that need to be adjudicated.
- Lift 10-30 lbs.
- Time commitment: 12 to 15 days

### **Other Main Office election judge positions available:**

**Group Residential Facility (GRF)** – Mobile Voter Service and Polling Center (VSPC) that provides voter registration, ballot delivery, ballot return, and other services offered at a traditional VSPC. Skills required: excellent computer skills, ability to lift 10 – 30lbs multiple times a day, schedule flexibility, customer service, and patience. (Time commitment: 5 weeks)

**Voter Registration** – Data entry of all voter registration and change of address forms. Skills required: high attention to detail, ability to sit for 8 hours, excellent computer skills. (Time commitment: 6 weeks)

**Front Counter/311** – Customer service to all walk-in, phone, and email customer. Skills required: attention to detail, very personable and approachable, excellent computer skills and telephone skills, great at multi-tasking. (Time commitment: 6 weeks)

**Ballot Security** – Transports ballots from VSPC locations and 24-hour boxes back to DED, work in bi-partisan teams of 2, does require good driving record. DED provides the car. Skills required: drive an automobile, ability to lift 10-30lbs multiple times a day, time management, customer service, and patience. (Time commitment: 3 weeks)

**Haul n Votes (Mobile VSPC unit)** – Mobile Voter Service and Polling Center (VSPC) that provides voter registration, ballot delivery, ballot return, and other services offered at a traditional VSPC. Skills required: excellent computer skills, ability to lift 10 – 30lbs multiple times a day, schedule flexibility, customer service, and patience. (Time commitment: 3 weeks)

**VSPC Trainer** – Assists full time staff with training the VSPC judges and then will act as a rover once voting sites have open to help with questions and needs at VSPCs. Skills required: experience in training adult learners, excellent communication skills, schedule flexibility, patience. (Time commitment 7 weeks)

**24 hour Box Closer Team** – ELECTION NIGHT ONLY POSITION – for this position you will be working in a bi-partisan pair to go to a 24hr box, lock it at 7pm and then retrieve the ballots and bring them back to Denver Elections Division. You will be paired with someone who is of a different party affiliation than you are, you will train on election day. Expected hours 5:30pm to 8 pm. One person on each time will need a vehicle. You will be paid a stipend in this role, the stipend will cover work hours, mileage, parking, training. (Time commitment: 5 hours)