



## 2018 Election Judge Interest Survey

This survey does not assure an appointment as an Election Judge. If appointed, you will receive additional information and an official Certificate of Appointment at a later date. Questions? Contact [ElectionJudge@adcogov.org](mailto:ElectionJudge@adcogov.org)

<b>Election Judge Information</b> (please print legibly)	
Full name: _____	<input type="checkbox"/> Please remove my name from the Election Judge list
Primary phone: _____	Secondary phone: _____
Email address: _____	
Home address: _____	
Party affiliation: _____	Fluent Languages: _____
Computer skill level: (skill level will be indicated next to job positions below) <b>1-</b> Minimal <b>2-</b> Basic (email, internet searches, etc.) <b>3-</b> Experienced	

### Election Judge Positions

***MUST COMMIT TO FULL PERIOD OF TIME AND EXTENDED HOURS AS NEEDED. COMMITMENT DATES DIFFER ON JOB POSITION.***

#### **Mail Ballot Operations** (Brighton, CO)

**Primary Election:** June 11<sup>th</sup> – June 29<sup>th</sup>

**General Election:** October 22<sup>nd</sup> – November 9<sup>th</sup>

<b>Signature Verification-Tier 1</b> Computer Skill Level 2	<ul style="list-style-type: none"> <li>▪ Verify voter signatures</li> <li>▪ Must have basic computer skills</li> <li>▪ Other duties as assigned</li> <li>▪ Ballot volume received dictates the number of hours worked</li> <li>▪ Party affiliation required - Democratic or Republican</li> </ul>
<b>Signature Verification-Tier 2</b> Computer Skill Level 3	<ul style="list-style-type: none"> <li>▪ Research challenged voter signatures</li> <li>▪ Must have advanced computer skills</li> <li>▪ Other duties as assigned</li> <li>▪ Party affiliation required - Democratic or Republican</li> </ul>
<b>OPEX Operator</b> Computer Skill Level 2	<ul style="list-style-type: none"> <li>▪ Operator of mail ballot opening equipment</li> <li>▪ Must have basic computer skills</li> <li>▪ Must have good hand-eye coordination</li> </ul>
<b>Ballot Removal</b> No Computer Skill Req.	<ul style="list-style-type: none"> <li>▪ Physical separation of mail ballot packets</li> <li>▪ Ability to focus with attention to detail</li> <li>▪ May be assigned to adjudication, duplication or auditing</li> <li>▪ Basic math and organizational skills</li> </ul>
<b>Ballot Scanning</b> Computer Skill Level 3	<ul style="list-style-type: none"> <li>▪ Scan ballots for tabulation</li> <li>▪ Must have advanced computer skills</li> <li>▪ Basic math and organizational skills</li> </ul>
<b>Healthcare Facility (HCF) Judge</b> County vehicle provided No Computer Skill Req.	<ul style="list-style-type: none"> <li>▪ Must commit to full period of time: October 17 – November 7</li> <li>▪ Deliver ballots to healthcare facility residents as scheduled</li> <li>▪ Assist voters as needed by reading ballot or marking ballot, or both</li> <li>▪ Pleasant, personable, and professional characteristics required</li> <li>▪ Attentive and diligent in ballot handling</li> <li>▪ Need valid Driver License</li> </ul>

## Voter Service and Polling Center (VSPC) (various locations)

	Primary Election Training: May 30 <sup>th</sup> – June 14 <sup>th</sup> General Election Training: September 24 <sup>th</sup> – November 2 <sup>nd</sup>	Primary Election: June 15 <sup>th</sup> – June 27 <sup>th</sup> General Election: October 22 <sup>nd</sup> – November 7 <sup>th</sup>
<b>Supervisor Judge</b> Computer Skill Level 3	<ul style="list-style-type: none"> <li>▪ Oversees all aspects of the VSPC set-up, processes and takedown</li> <li>▪ Issues Provisional Ballots</li> <li>▪ Assists with Election Watchers and any other VSPC guests</li> <li>▪ Fills in for other positions during breaks and lunches</li> <li>▪ Able to work 14+ hours Election Day</li> </ul>	
<b>Troubleshooter Judge</b> Computer Skill Level 3	<ul style="list-style-type: none"> <li>▪ Assists the Supervisor with the VSPC set-up and takedown</li> <li>▪ Oversees the use of ADA touch screen voting machines</li> <li>▪ Oversees the VSPC in the absence of the Supervisor Judge</li> <li>▪ Fills in for other positions during breaks and lunches</li> <li>▪ Able to work 14+ hours Election Day</li> </ul>	
<b>Computer Judge</b> Computer Skill Level 3	<ul style="list-style-type: none"> <li>▪ Assists voters with voter registration, updating existing registration, giving vote credit, and replacing a voter's mail ballot</li> <li>▪ Strong computer skills, accurate data entry and attention to detail</li> <li>▪ Responsible for ballot inventory and daily balancing</li> <li>▪ Able to work 14+ hours Election Day</li> </ul>	
<b>Greeter &amp; Ballot Box Judge</b> No Computer Skill Req.	<ul style="list-style-type: none"> <li>▪ Must be pleasant, personable, and professional</li> <li>▪ Must quickly assess the voter's needs</li> <li>▪ Provides appropriate forms</li> <li>▪ Guides voters to next steps in the voting process</li> <li>▪ Oversees voters dropping off mail ballots, In-Person and Provisional Ballots in the ballot box</li> <li>▪ Responsible for maintaining ballot box chain of custody</li> <li>▪ Distributes "I Voted" stickers</li> <li>▪ Able to work 14+ hours Election Day</li> </ul>	
<b>War Room</b> Computer Skill Level 3	<ul style="list-style-type: none"> <li>▪ Attend all training classes for VSPC election judges</li> <li>▪ Track and answer troubleshooting questions</li> <li>▪ Assist with daily and nightly VSPC balancing</li> <li>▪ Other duties as assigned</li> <li>▪ High stress room and could work extended hours</li> </ul>	

### Operations & Technology

	Primary Election: June 11 <sup>th</sup> – June 27 <sup>th</sup>	General Election: October 15 <sup>th</sup> – November 7 <sup>th</sup>
<b>Agilis Assistant</b> (No Computer Skill Req.)	<ul style="list-style-type: none"> <li>▪ Ability to spend a long time on feet</li> <li>▪ Ability to lift 25 lbs</li> <li>▪ Must have good hand-eye coordination</li> <li>▪ Basic math and organizational skills</li> </ul>	
<b>Ballot Security Team</b> County vehicle provided Computer Skill Level 2	<ul style="list-style-type: none"> <li>▪ Transport ballot boxes to and from VSPCs</li> <li>▪ Pick up mail ballots from the 24-hour Drop Boxes</li> <li>▪ Deliver supplies to VSPCs, as needed</li> <li>▪ Need valid Driver License</li> <li>▪ Ability to lift up to 50lbs</li> </ul>	

**Please list positions of interest:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please return this form to the election office.

**Mail:** 4430 S Adams County Parkway E3102, Brighton CO 80601

**Email:** [ElectionJudge@adcogov.org](mailto:ElectionJudge@adcogov.org)