

PINAL COUNTY ARIZONA

ELECTIONS DEPARTMENT

Election Board Worker Job Description

JUDGE

JOB SUMMARY

This is a temporary position within Pinal County Elections and is assigned to a precinct polling place. The election Judge is a vital position to the poll worker team, also known as the election board. Job number one for Judges is the security and accountability of all ballots. Judges will issue ballots to voters, provide instructions to voters as to how to complete the ballot, and maintain the security of all ballots for the polling place. Each polling place will have two (2) Judges, each Judge will be of the opposing political party of one another.

TYPICAL DUTIES:

- Issue the correct ballot style, secrecy sleeve, and voting pen to voter.
- Explain ballot instructions to voter.
- Assemble and secure seals on polling place ballot receptacles.
- Assist Inspector with ballot inventory.
- Assist with overseeing and monitoring security of ballots.
- Spoil ballots when necessary in accordance with proper election processes.
- Collect and retain voter tickets for auditing purposes.
- Assist with set-up and tear down of all voting equipment, booths, tables, chairs, and supplies.
- Participate with official ballot box transfer at closing of the polling place.

REQUIREMENTS:

- Must be a Pinal County registered voter.
- Not be a candidate for office in the election.
- Not be related to candidates on the election ballot.
- Remain nonpartisan during the election.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of election laws and procedures.
- Skill in active listening.
- Skill in customer service.
- Skill in effective oral communication.
- Good organizational skills.
- Ability to perform detail-oriented work.

PHYSICAL DEMANDS

Ability to be mobile and seated at various times when work demands.

TRAINING

Commitment to participate in online and in-person mandatory training.

WORK ENVIRONMENT

Work is performed indoors in a relatively safe, secure, and stable work environment and may periodically have unpredicted requirements or demands.