



## Election Judge

Class Code:  
391

Bargaining Unit: Not Applicable

CITY AND COUNTY OF BROOMFIELD  
Established Date: May 16, 2014  
Revision Date: May 16, 2014

### SALARY RANGE

\$12.00 Hourly

### DESCRIPTION:

The incumbent performs a variety of routine and repetitive clerical work in support election activities. The incumbent works in partnership with other employees, and the public in delivering effective services.

### ESSENTIAL REQUIRED TASKS/EXAMPLES OF DUTIES:

(Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City and County of Broomfield retains the right to modify or change the duties or essential and additional functions of the job at any time without notice.)

Greets citizens, verifies voter registration, and issues appropriate ballots.

May perform any and all duties to include routine clerical work in support of the election division including answering phones, receiving the public, directing telephone calls, providing customer assistance and information, data entry, copying, and scanning documents.

### Duties may include the following:

Work designated hours (for example arrival time may be 6:15 a.m.) on Election Day.

Maintain general supervision of poll.

Check voters for proper identification.

Look up voters' names in the state wide voter system.

Have voters sign the applicable forms.

Issue the proper ballot to voters.

Instruct voters on where to return or deposit their voted ballot.

Give proper election information to voters.

Close the polling location promptly at 7:00 p.m.

Gather supplies/ballots and return them to the Election Division office.

Maintain records, files, and other materials according to established methods and procedures.

Maintain chain of custody of election materials.

Operate voting equipment. Operate office equipment as required including personal computer and applicable software, printer, copier, calculator, telephone and facsimile machine.

If assigned as a Ballot Retrieval Judge, operate a motor vehicle.

Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Use all required safety equipment. Perform related duties as required.

**MINIMUM QUALIFICATIONS:**

**Training:** Must attend a mandatory Election Judge class prior to each election.

Election judges must meet the qualification set forth in Colorado Revised Statutes (CRS) concerning election judges, including section 1-6-101 CRS. Election judges must be appointed in accordance with CRS provisions concerning appointment, including sections 1-6-104 and 1-6-105 CRS as applicable.

**Experience/Necessary Special Requirements:**

Cannot be a candidate whose name appears on the ballot in the precinct that they are appointed to serve; nor a member of the immediate family, related by blood, marriage, or civil union to the second degree, of a candidate whose name appears on the ballot in the precinct that they are appointed to serve.

Must complete oath of Election Judges.

Cannot have been convicted of election fraud, any other election offense, or fraud.

Yearly CBI criminal background check is required.

Must be a registered elector and reside in Broomfield, Colorado.

This position is not subject to the Personnel Merit System in the Broomfield Municipal Code at section 2-14. This position is subject to the requirements of the Colorado state statute concerning election judges, including sections 1-6-101 through 1-6-122, CRS, concerning the removal of an election judge.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is usually quiet. Work is generally scheduled Monday through Friday with some evening, weekend and holiday hours. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk, stoop or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Physical demands are described as light (exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects). Requires walking or standing to a significant degree. Data entry and other tasks may require sitting at a computer for several hours. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**NECESSARY APPLICANT TRAITS:**

**Knowledge** - Basic knowledge of computers and modern office practices and procedures.

**Skills** – Basic skill in the operation of a computer and performing data entry or research.

**Abilities** - Ability to handle confidential information; work from broad direction with limited supervision; maintain a variety of election records and files; work accurately and productively with frequent interruptions; work well with culturally diverse people; establish and maintain effective working relationships with other employees, supervisors, public; work well with varied and demanding people; communicate clearly and concisely in English, verbally and in writing; focus attention on tasks which may be complex, routine or repetitive without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures; read, understand, and apply manuals; employ and enforce safety procedures and policies; handle stressful situations; and understand and follow written and oral instructions and procedures.

**WORKING RELATIONSHIPS:**

**INDEPENDENCE OF ACTION:** The worker is expected to complete routine assignments and responsibilities independently, consulting the supervisor or supervisor judge regarding non-routine problems or concerns. The election supervisor provides specific instructions for assignments.

**PERSONNEL MANAGEMENT RESPONSIBILITY:** None

**WORKING RELATIONSHIPS:** Relationships are typically with other City and County employees at all levels and the general public to give and receive factual information or provide assistance in the voting process.