

# HOWARD COUNTY ELECTION JUDGES' INFORMATION

## QUALIFICATIONS

- Must be a registered voter in Maryland (Howard county residency is not required)
- Must not be a candidate, or the campaign manager or treasurer for a candidate
- Should be able to speak, read, and write the English language and possess basic math skills
- Should have good communication skills and be able to take instructions
- Should be able to serve for a 15- to 16-hour day
- Should be able to lift approximately 40 pounds with assistance
- Must be at least 16 years of age (under 18 requires parental permission form)

## RESPONSIBILITIES

- Term of appointment as an election judge is for both the Primary and General Elections
- Attendance of an election judge training class is mandatory for both the Primary and General Elections
- Attendance of the Monday evening meeting prior to the Primary and General Election Days is mandatory
- Election judges:
  - Are required to report to their assigned polling place at 6:00 AM on Election Day and remain at the polling place until approximately 9:30 PM or until dismissed by the Election Director or appointed designee
  - Should be timely in reporting for the scheduled pre-election setup and on Election Day
  - Are expected to participate in the setup, opening, and closing of the polling place
  - Should dress appropriately in business casual attire on Election Day
  - Should maintain a positive attitude and work harmoniously with their fellow judges and the public

## WE PROVIDE

- Comprehensive hands-on training and Election Day/Early Voting support
- Detailed election judge manual of duties and responsibilities to be performed
- Online and in-house refresher trainings
- Vote by Mail ballot provided at your request if you are not working in your voting precinct

## SALARIES

**CALL OR EMAIL THE HOWARD COUNTY BOARD OF ELECTIONS AT [hocoboeelectionjudge@gmail.com](mailto:hocoboeelectionjudge@gmail.com) or (410) 313-5820 AND SPEAK TO AN ELECTION JUDGE RECRUITER FOR INFORMATION ON TRAINING AND ELECTION DAY PAY.**

## LOCATION OF WORK

Election Judges may work in any of the election precincts located within Howard County. However, we will try to get you as close to your home voting precinct as possible, but this is not guaranteed.

## LOCATION OF TRAINING

Howard County Board of Elections  
9770 Patuxent Woods Dr., Suite 200  
Columbia, MD 21046

## CLASSIFICATION OF ELECTION JUDGES AND PRIMARY DUTIES

### CHIEF JUDGE

- Acts as the SUPERVISOR OF THE POLLING PLACE and the night before setup. A Democrat and a Republican are appointed for each of the polling places. Only experienced judges are appointed as Chief Judge.
- Responsible for coordinating the “night before Election” setup by contacting the assigned election judges to notify them of the times to meet and assuring that all required supplies are picked up and in place so that the polling location opens on time.
- Oversees the polling place operation in its entirety, is the “go to” or “troubleshooter” of all other judge positions and assures that all required paperwork is completed accurately and timely.

### CHECK-IN JUDGE

- Certify that the voter is eligible to vote using the Electronic Pollbook and issuing the voter authority card.
- Assist voters who may be in the wrong polling location.
- Work closely with the Chief Judges.
- Process Same Day Registration voters under Chief Judge supervision.

### VOTING/FLOOR MONITOR JUDGE

- Setup of ballot scanners, ballot marking devices and voting booths as well as the breakdown/packing of this equipment at Election Day closing. (With assistance may require lifting of ballot scanners weighing approximately 40 pounds each.)
- Issue ballots to authorized voters after they check-in.
- Assist voters in the voting process, as needed.
- Assist Chief Judges with the completion of any necessary reporting, as needed.

### PROVISIONAL BALLOT JUDGE

- Oversee and manage the provisional voting process with Chief Judge assistance.
- Perform additional duties as assigned by the Chief Judges.

### GREETER JUDGE

- Welcome voters and assists voters and election judges as instructed, while being sensitive to the disabled and elderly.

### ALTERNATE JUDGE\*\*

- Trained to act as a stand-in to replace judges unable to work on Election Day.
- Are on call for assignment between 6:00 AM and 10:00 AM on Election Day.

**\*\* FAILURE TO SERVE WHEN REQUESTED WILL CAUSE THE ALTERNATE’S TRAINING PAY TO BE FORFEITED.**

***The polls in Maryland open at 7:00 AM and close at 8:00 PM on Election Day.***

***During a Primary Election, Early Voting Centers open at 7:00 AM and close at 8:00 PM during Early Voting.***

***During a General Election, Early Voting Centers open at 7:00 AM and close at 8:00 PM during Early Voting.***