

Houston County Election Judge (Ballot Board) Application

November 5, 2024, State General Election

Houston County will be hiring 4 temporary election judges with the primary task of being Absentee Ballot Board members. We appreciate public interest in the ballot board; however, hiring is limited to two members of each political party.

The duties of the Ballot Board will include processing Absentee Ballots that are returned to the County Auditor-Treasurer's Office. Election Judges will be compensated at \$15.88 per hour.

To be eligible to apply: You must be able to complete the required election judge training and be able to adhere to the ballot board schedule included in this application. You may not be required to attend every meeting. Applications are due by 4:30 p.m. August 21, 2024. Applying will not guarantee you a position on the Ballot Board. Applicants will be contacted following the close of the application period.

You must meet the Minnesota State requirements below to be an Election Judge:

- Must be a United States citizen
- Must be an eligible voter in the State of Minnesota
- Must be able to read, write and speak English
- Must not be the spouse, parent, stepparent, child, stepchild, sibling or stepsibling of any election judge serving in the same precinct or of any candidate at that election
- Must not be domiciled, either permanently or temporarily, with any candidate on the ballot at the November 5th General Election
- Must not be a candidate at the November 5th General Election

Ballot Board Schedule

Absentee Ballot Board meetings are scheduled as follows. Further days may be added at the Auditor's discretion depending on the quantity of returned absentee ballots. Ballot Board members will generally rotate attendance based on absentee ballot volume and political party balance requirements.

The length of Ballot Board meetings will be determined by the quantity of ballots received by the Auditor's office. The process could take between 15-90 minutes.

September 13 (Friday): Ballot Board Training: 1pm

September 25 (Wednesday): 1pm

September 30 (Monday): 1pm

October 4 (Friday): 1pm

October 9 (Wednesday): 1pm

October 14 (Monday): 1pm

October 18 (Friday): 1pm

October 22 (Tuesday): 1pm

October 25 (Friday): 1pm

October 28 (Monday): 1pm

October 30 (Wednesday): 1pm

November 1 (Friday): 1pm

November 4 (Monday): 1pm

November 5 (Tuesday): Election Day. Meetings will be scheduled as needed throughout the day. The Ballot Board members will be required to close the polls at 8pm and complete the required summary statements.

ELECTION JUDGE (Ballot Board) APPLICATION

November 5, 2024, State General Election

How to Apply: Complete pages 3 and 4 of the application and submit by 4:30 on August 21, 2024.

Forms can be submitted by email to election@co.houston.mn.us or returned to:

Houston County Auditor-Treasurer
c/o Polly Heberlein
304 S Marshall St, Room 112
Caledonia, MN 55921

Name:	
Phone Number:	
Email Address:	
Address:	

I understand and meet the Minnesota State requirements to be an election judge as listed on page 1.

- Yes
 No

ELECTION JUDGE (Ballot Board) APPLICATION

November 5, 2024, State General Election

To be considered as an Election Judge you must provide your major political party affiliation. This information is used to verify political party balance on the ballot board.

Applicant Name: _____

Mark Your Major Political Party Affiliation

- Republican Party
- Democratic-Farmer-Labor Party

**TENNESSEN WARNING NOTICE
(Data Privacy Notice)**

Houston County is requesting that you provide the information listed below as part of your application to be a Houston County Election Judge and for your potential appointment to the Houston County Ballot Board. You are provided with this notice as some or all the data you provide during this process may be private data about yourself. Data you provide may be used by the County to evaluate your qualifications through the Election Judge/Ballot Board appointment process.

This data will include:

- Name
- Address
- Contact information including phone and email
- Major political party affiliation

Others who may have legal access to this data include the entities listed below and other person(s) or entities authorized by law or court order:

- State and federal courts;
- Houston County Attorney's office;
- State and federal enforcement agencies, including but not limited to the Federal Equal Employment Opportunity Commission, Minnesota Department of Human Rights, and the U.S. Department of Labor;
- Law enforcement agencies and prosecutorial authorities;
- Appropriate licensing entities and agencies;
- Minnesota Unemployment insurance division of the Department of Employment and Economic Development;
- Counsel for parties in litigation pursuant to a court order; and
- Persons/entities that you authorize to receive the data.

You are not legally required to provide this information and your participation in the Houston County Ballot Board selection is voluntary. **If you choose to provide information, that information must be true and not misleading.**