

**PINE COUNTY**  
ADMINISTRATOR'S OFFICE  
635 NORTHRIDGE DRIVE NW SUITE 200  
PINE CITY, MN 55063  
1-800-450-7463  
FAX (320) 591-1628

DATE POSTED: May 19, 2022

Deadline: June 03, 2022

**EMPLOYMENT NOTICE**  
**ELECTION JUDGE – 6 POSITIONS**

**Position:** Election Judge  
**Union:** Non-Union

**Location:** Pine City, MN  
**FLSA Status:** Temporary, non-exempt

**ESSENTIAL DUTIES:**

- During the August 9, 2022 Primary Election and November 8, 2022 General Election cycles:
  - Reviews absentee and mail ballots for completion of statutorily required fields on returned ballots and accepts or rejects returned absentee and mail ballots based on these statutory requirements.
  - Reconciles number ballots by jurisdiction after ballot board meetings
  - Provides curbside voting during absentee voting period
  - Alphabetizes absentee and mail ballot materials
  - Prepares the accepted ballots for tabulation and tabulates the ballots
  - Completes all required summary statement data

**OTHER ESSENTIAL INFORMATION:**

- Position will be from June 28-August 10, 2022 and September 27-November 8, 2022. Candidate must commit to working both date ranges.
- Weekly hours of the position will vary from 2-32 hours per week depending on workload. Increased hours per week will be likely the two weeks at the end of each date block listed above.
- Hours are typically in the afternoons, Monday-Friday, except August 9, 2022 (primary election day) and November 8, 2022 (general election day) will be longer shifts into the evenings.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and candidate must be registered to vote in Minnesota or have the ability to be registered to vote in Minnesota. Chosen candidate will complete the training to become a certified election judge.

**APPLICANT INFORMATION:**

All applicants must complete a county application and Election Judge Interest Form. Download the application on the web site at <http://co.pine.mn.us> under *Departments/Human Resources/Employment Opportunities* and mail in, fax (320-591-1628) or email to [hr@co.pine.mn.us](mailto:hr@co.pine.mn.us) at the County Administrator/HR office by **4:30pm on Friday, June 3<sup>rd</sup>.**

**PINE COUNTY PERSONNEL SYSTEM**

**CLASSIFICATION:** Election Judge  
**PAY GRADE:** \$14.00/hour  
**RATING METHOD:** The selection process will include a formal interview and may include testing and/or other methods of selection.  
**CLOSING DATE:** Friday, June 03, 2022

*An Equal Opportunity Employer/Affirmative Action Employer*