



ELECTION EMPLOYMENT 2023 SPECIAL

Name _____

Vacancy in the office of State Representative for District 52B of the State of Minnesota caused by the resignation of Representative Ruth Richardson effective September 1, 2023 requires a special election to ensure representation for the citizens of this district. A special primary election for nomination of candidates is Thursday, November 16, 2023. A special election to fill the vacancy is Tuesday, December 5, 2023.

AVAILABILITY

Individuals selected to serve as an election judge may be excused from their regular job with pay to work elections, including required training, if they notify their employer in writing at least 20 days prior to each election (M.S. 204B.195)

EARLY VOTING

City Hall business hours + select weekends and evenings before election day.

NOVEMBER 8 to NOVEMBER 16 | Primary 52B Nomination
 7 a.m. to 5 p.m. 7 a.m. to 12 p.m. 12 p.m. to 5 p.m.
 9 a.m. - 3 p.m. on Sat. Nov. 11

NOVEMBER 27 to DECEMBER 5 | General 52B
 7 a.m. to 5 p.m. 7 a.m. to 12 p.m. 12 p.m. to 5 p.m.
 9 a.m. - 3 p.m. on Sat. Dec. 2
 until 5 p.m. on Tue. Dec. 4

ELECTION DAY

Head Judges are required to work open to close of polls.

THURSDAY, NOVEMBER 16 | Primary 52B Nomination
 6 a.m. to 10 p.m. 6 a.m. to 2 p.m. 2 p.m. to 10 p.m.

TUESDAY, DECEMBER 5 | General 52B
 6 a.m. to 10 p.m. 6 a.m. to 2 p.m. 2 p.m. to 10 p.m.

ROLE

Indicate the position you are applying for:

- | | | |
|--|---------|---|
| <input type="checkbox"/> Election Judge | \$13/hr | <input type="checkbox"/> pre-election preparation |
| <input type="checkbox"/> Head Election Judge | \$17/hr | <input type="checkbox"/> I am willing to serve in another community if a position in Mendota Heights is not available |
| <input type="checkbox"/> Absentee Judge | \$17/hr | |

PARTY

In order to comply with state law, no more than half of the workers in a polling place can be affiliated with one major political party. We use the information you provide to appoint election workers and ensure all of our polling places meet the party balance requirement.

- | | |
|--|---|
| <input type="checkbox"/> Democratic-Farmer-Labor | <input type="checkbox"/> No Party Affiliation |
| <input type="checkbox"/> Legal Marijuana Now | Serving without a party affiliation means that you cannot complete certain tasks on Election Day that are required by law to be performed by election workers of different major political parties. This includes assisting a voter in marking their ballot, emptying the ballot box, and conducting curbside voting. |
| <input type="checkbox"/> Republican Party of Minnesota | |



ELECTION EMPLOYMENT 2024

Name _____

AVAILABILITY

Individuals selected to serve as an election judge may be excused from their regular job with pay to work elections, including required training, if they notify their employer in writing at least 20 days prior to each election (M.S. 204B.195)

EARLY VOTING

City Hall business hours + select weekends and evenings before election day.

JANUARY 19 to MARCH 5 | Primary Presidential Nomination

- 7 a.m. to 5 p.m.
- 7 a.m. to 12 p.m.
- 12 p.m. to 5 p.m.
- 9 a.m. - 3 p.m. on Sat. Mar. 2

JUNE 28 to AUGUST 13 | Primary State/Federal

- 7 a.m. to 5 p.m.
- 7 a.m. to 12 p.m.
- 12 p.m. to 5 p.m.
- 9 a.m. - 3 p.m. on Sat. Aug. 10

SEPTEMBER 20 to NOVEMBER 5 | General State/Federal

- 7 a.m. to 5 p.m.
- 7 a.m. to 12 p.m.
- 12 p.m. to 5 p.m.
- 9 a.m. - 3 p.m. on Sat. Oct. 26, Sat. Nov. 2, Sun. Nov. 3.
- until 7:30 p.m. on Tue. Oct. 29

ELECTION DAY

Head Judges are required to work open to close of polls.

TUESDAY, MARCH 5 | Primary Presidential Nomination

- 6 a.m. to 10 p.m.
- 6 a.m. to 2 p.m.
- 2 p.m. to 10 p.m.

TUESDAY, AUGUST 13 | Primary State/Federal

- 6 a.m. to 10 p.m.
- 6 a.m. to 2 p.m.
- 2 p.m. to 10 p.m.

TUESDAY, NOVEMBER 5 | General State/Federal

- 6 a.m. to 10 p.m.
- 6 a.m. to 2 p.m.
- 2 p.m. to 10 p.m.

ROLE

Indicate the position you are applying for:

- | | | |
|--|---------|---|
| <input type="checkbox"/> Election Judge | \$13/hr | <input type="checkbox"/> pre-election preparation |
| <input type="checkbox"/> Head Election Judge | \$17/hr | <input type="checkbox"/> I am willing to serve in another community if a position in Mendota Heights is not available |
| <input type="checkbox"/> Absentee Judge | \$17/hr | |

PARTY

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Democratic-Farmer-Labor

Legal Marijuana Now

Republican Party of Minnesota

No Party Affiliation

Serving without a party affiliation means that you cannot complete certain tasks on Election Day that are required by law to be performed by election workers of different major political parties. This includes assisting a voter in marking their ballot, emptying the ballot box, and conducting curbside voting.



ELECTION EMPLOYMENT

APPLICANT

Name _____
Address _____
City _____ State MN Zip 55 Phone Number _____
Email _____

EXPERIENCE

The information you provide in this section will help us build strong, diverse, well-balanced teams at our polling places. Indicate your experience and describe where appropriate:

- | | |
|---|--|
| <input type="checkbox"/> prior election _____ | <input type="checkbox"/> touch screen technology |
| <input type="checkbox"/> basic math | <input type="checkbox"/> troubleshooting and following instructions |
| <input type="checkbox"/> laptop computer | <input type="checkbox"/> customer service |
| <input type="checkbox"/> iPad | <input type="checkbox"/> assisting people with disabilities or special needs |
| <input type="checkbox"/> supervising staff and overseeing others work | |
| <input type="checkbox"/> language proficiency _____ | |
| <input type="checkbox"/> other skills and experience that may help in election work _____ | |

TRAINING

Indicate your preference for receiving training: online in-person no preference/other _____

EMPLOYMENT STATUS

Indicate your work status on election day(s):

- | | |
|---|--|
| <input type="checkbox"/> employed + scheduled (<i>your employer must pay you</i>) | <input type="checkbox"/> employed + not scheduled (<i>we will pay you</i>) |
| | <input type="checkbox"/> not employed (<i>we will pay you</i>) |
| | <input type="checkbox"/> not scheduled or employed (<i>volunteer no pay</i>) |

NOTICE

Mendota Heights is collecting information from you to evaluate eligibility for employment. The information you provide may be used to create work schedules and conduct training. You are not legally required to complete this application; however, if you fail to do so, the city will be unable to process this application or offer employment. The information you provide is accessible to government entity users whose work assignments reasonably require access, including the Dakota County and State of Minnesota, or are authorized by law or court order. Your party affiliation is private and will not be shared unless work assignments require access by city staff. We share your taxpayer identification with the Minnesota Department of Revenue. I understand the privacy notice and certify that the information on my application is true and complete.

I will remain courteous and professional; refrain from partisan comments or discussions; avoid any action that may influence how a person votes; and respect the privacy of voters. I meet the following requirements, as set forth by state law: 1) I am eligible to vote in Minnesota, 2) I read, write, and speak English, 3) I am not a candidate on the ballot, 4) I am not immediate family of a candidate on the ballot, 5) I am not living with a candidate on the ballot, 6) I am not serving as a challenger.

Applicant Signature _____ Date _____