

Chief Judge Job Description

Chief Judges are the supervisors of each precinct.

Their responsibilities include, but are not limited to:

Prior to Election Day:

- Picking up election supplies at the Anne Arundel County Board of Elections the day before the election
- Contacting the polling place prior to Election Day to arrange the set-up of the polling place room the day before Election Day, if permissible;
- Visiting the polling place prior to Election Day to verify all voting equipment is delivered to the correct polling place; and
- The day/evening before the election setting up the polling room in accordance with the polling place diagram and documenting changes as necessary.

Election Day:

- Supervising the opening and closing procedures for the electronic pollbooks, Scanning Unit(s), Ballot Marking Devices (BMDs), and voting booths;
- Supervising and using the electronic pollbooks, Scanning Unit(s), Ballot Marking Devices (BMDs) and voting booths;
- Explaining to the voters how to use the ballot scanner(s);
- Providing specimen ballots to voters;
- Substituting for election judges when necessary;
- Maintaining the peace and protecting the integrity of the voting process;
- Making all necessary phone calls to the Anne Arundel County Board of Elections;
- Posting hourly turnout reports from the electronic pollbook;
- Perform all administrative duties associated with running a polling place (e.g., completing forms, supervising other election judges, signage, etc.);
- Assisting voters that may have an issue or needs assistance (including provisional voters);
- Cancelling ballots on the electronic pollbook; and
- Reissuing ballots on the electronic pollbook.

Election Night:

- After the polls close, return the supplies to the Anne Arundel County Board of Elections.

Chief Judges are paid \$225 for serving Election Day and \$25 per class for attending a mandatory training class. The training class is approximately 4 hours long.

Election Day Hours: 5:45 a.m. to approximately 11 p.m.