

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, printers, barcode scanner, Scanning Unit(s), Ballot Marking Devices (BMDs), and voting booths;
- Make sure all elections judges properly sign in and out and wear a name badge at all times;
- Make sure the polling location has the correct ballot style or styles if a consolidated polling location and that ballot activation cards are available for those voters wishing to use the Ballot Marking Device;
- Supervise the posting of all election day signs, the marking of the "No Electioneering" zone, the marking of accessible parking spaces and that the accessible entrance to the polling place is open and clear of obstacles;
- Supervising and using the electronic pollbooks, Scanning Unit(s), Ballot Marking Devices (BMDs) and voting booths;
Make sure at least ten (10) voters use the ballot marking device by 1:00 PM;
- 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;
- Make entries into the Election Day Log as necessary;
- 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.
- With the assistance of all election judges, properly complete all election day reports.

Election Night:

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

Requirements:

Complete all required training.

Able to speak clearly, listen well and to be friendly and welcoming.

Able to sit and/or stand for extended periods of time.

Able to follow procedures and written and verbal instructions.

Chief Judges are paid \$350 for serving Election Day and \$50 per class for attending mandatory training class(es) and Monday Night setup is \$25. The training class is approximately 3 hours long.

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