

ELECTION JUDGES DUTIES AND RESPONSIBILITIES 10 ILCS 5/13, 5/12



WHAT ARE JUDGES OF ELECTION?

Judges of elections are responsible for the administration of election procedures in the polling place on Election Day. They are in the position of ensuring that the election process is administered fairly and in accordance with the law.

WHAT ARE THE QUALIFICATIONS NECESSARY TO BE AN ELECTION JUDGE?

- Be a citizen of the United States
- Be of good repute and character and not subject to the registration requirement of the Sex Offender Registration Act
- Be able to speak, read, and write the English language
- Be skilled in the four fundamental rules of mathematics
- Be of good understanding and capable
- Not be a candidate for any office in the election and not be elected committeeman
- Reside in and be entitled to vote in the precinct where selected to serve as judge. However, in each precinct one judge of each party may be appointed from outside the precinct, but from within the county. All judges must be electors within the county
- You must declare a party affiliation and all election judges are required to vote the party they represent in a primary election.

WHAT ARE SOME OF THE DUTIES OF THE JUDGES OF ELECTION?

- To open and close the polls
- To be responsible for all election materials
- To ensure that only qualified voters are permitted to vote and that each qualified voter is permitted to vote once and only once
- To ensure that all votes are cast in secret
- To give instructions in the method of voting when requested by a voter
- To give assistance to illiterate and physically disabled voters
- To maintain order in the polling place throughout the day
- To tally the vote after the polls are closed; and to certify the election results in that precinct

HOW ARE JUDGES TRAINED?

In each precinct at least one judge representing each political party must be certified as having satisfactorily completed, within the preceding six months, a training course and examination for judges of election. This required course covers the duties and responsibilities of election and consists of at least four hours of instruction and an examination on operating a polling place.

HOW MAY I BECOME AN ELECTION JUDGE?

Contact your party chairman, your township committeemen or your election authority. The application is on the back; you can fill it out and bring it to the County Clerk's office at 189 E. Court St., Kankakee and someone will contact you.

DO I GET PAID?

If you have completed the appropriate training and testing and have worked the entire day of election you will be compensated \$145.00. If you are trained and operate the touch screen machines that allow voters with disabilities to vote independently then you would get an additional \$25.00.

Election Judge Information Sheet
(Please Print Clearly)

Name: _____

Address: _____

City, State & Zip _____

Mailing Address (If different from above) _____

Were you referred to us through your business? Yes NO

If so, the name of the business _____

Phone Numbers:

Home () _____ - _____

Cell () _____ - _____

Social Security Number: _____ - _____ - _____

(Required by county for payment)

Date of Birth: _____

Email Address: _____

How is the best way to contact you? Home Cell Email

Do you have computer Knowledge? Yes or No

Have you ever been convicted of a felony? Yes or No

If yes, were? _____

Party Affiliation: _____

(Election judges must specify Republican or Democrat)

Do you have transportation? Yes or No

How did you hear about us? _____

Signature: _____

Date: _____

Bruce Clark
Kankakee County Clerk
189 E. Court S., Kankakee IL 60901
Countyclerk@k3county.net
Phone (815) 937-2990
Fax (815) 939-8831

Thank you for helping in the election process.