

Duties of Judge and Inspectors of Elections

Last updated January 6, 2014

Overview

There is one Judge of Elections who is elected to a four year term. The Judge of Elections is responsible for receiving the ballot box from the County the weekend before the Election, for swearing in Election Officers at the beginning of the day, for overseeing the conduct of the Election, and for making a determination when a question arises. There are two Inspectors of Elections who are each elected to a four year term. The Inspectors assist the Judge in the conduct of the Election. Each Inspector is also assisted by a Clerk (see below – Assistants to Inspectors). Conduct of the Election includes verifying and signing in voters, recording names of voters, presenting ballots to voters, and handling questions and special situations as they arise. The positions of Judge and Inspectors are on the ballot at the same time. The current terms of office expire at the end of 2017 and so these offices will next appear on the ballot at the beginning of the year 2017. A new four-year term of office would begin in 2018 for those who are elected in 2017.

Compensation

Election Officers are compensated based upon the number of votes cast according to the following compensation schedule:

Compensation for Services, without regard to time.	150 votes or less	151 to 300 votes	301 to 500 votes	501 to 750 votes	751 votes and above
Judge of Election	\$125	\$150	\$175	\$185	\$200
for Returns and the Ballot Boxes	\$20	\$20	\$20	\$20	\$20
Minority Inspector for Accompanying Judge of Election	\$115	\$145	\$170	\$180	\$190
	\$20	\$20	\$20	\$20	\$20
Majority Inspector	\$115	\$145	\$170	\$180	\$190
Clerk	\$115	\$145	\$170	\$180	\$190

Hours

Polling places are open from 7:00 a.m. until 8:00 p.m. Election Officers must report to the polling place no later than 6:30 a.m. (or earlier if desired) in order to prepare for the day. At the end of the day, after the polls are closed and after

Election Officers have completed their final duties at the polling place, the Minority Inspector accompanies the Judge of Elections in bringing the ballot box to the County Board of Elections office. Typically all municipalities are finished at the County offices by no later than 11:00 p.m.

Assistants to Inspectors

Each Inspector is responsible for obtaining the services of a Clerk. Two clerks may also each work half days and split the normal full-day pay. Judges and Inspectors must work full days.

Majority/Minority Designation in the Inspector Title

One Inspector is designated Majority Inspector and one Inspector is designated Minority Inspector. These designations are dependent upon the number of votes received; the top vote getter is designated the Majority Inspector.

Replacements in the Case of Vacancy

If a vacancy is known of prior to five days before the Election, then the process for filling the vacancy is as follows:

The prospective appointee must be of the same party as the person who has resigned and must obtain the signatures of five registered voters on a petition to have the person appointed. The prospective appointee must then have the petition notarized. (The County Elections Director mails the petition to the prospective appointee along with a list of registered voters and a stamped, return envelope for the petition to be returned to the County Elections office after it is completed.) The County Solicitor then takes the petition to the County court for a Judge of the court to make the appointment.

If a vacancy becomes known within five days before the Election, then the County Board of Elections appoints a replacement Judge or Inspector.

Training and Election Day Support from the County

County election officials will provide training as necessary to new appointees. The County also has several instructional videos posted on its website for local Election Officials to watch in order to refresh their memories prior to Election Day if they desire. On Election Day County officials are always available to answer questions by telephone, and Judges/Inspectors are encouraged to call the County office if ANY question arises for which they are uncertain of the answer. County Election officials send a letter to Judges and Inspectors prior to Election Day. This letter includes information about when the ballot boxes will be delivered to the Judge as well as the names of all Election Officers for the municipality so that Officers may communicate with each other prior to the election.